BOARD OF REGENTS

POSITION ANNOUNCEMENT

INSTITUTIONAL RESEARCH ASSOCIATE

This is a technical administrative research position requiring various information technology, systems analysis, database management and research methodology skills. The Institutional Research Associate will provide analytical support for the Regents' statewide data reporting network as well as research and analysis of higher education policy and procedure. This position reports directly to the Associate Commissioner for Institutional Research and Performance Assessment.

Responsibilities:

- Help convert IBM AS400 databases and SQL syntax to a Microsoft SQL Server Management Studio (SSMS) environment using T-SQL;
- Assist in evaluations and recommendations regarding appropriate data collection and data warehousing strategies and capabilities;
- Help in the design and implementation of new data systems, help in the re-design of existing data systems;
- Help with the operation and maintenance of statewide information systems;
- Preparation of technical reports, summaries, protocols, and quantitative analyses to evaluate, assess and analyze existing and/or proposed Regents' policy;
- Assist division leadership in the design and implementation of systematic and comprehensive research;
- Develop and utilize production and ad hoc reports as requested by internal and external clients;
- Perform other duties as assigned.

Qualifications:

- Baccalaureate degree in an analytical related field;
- Exemplary oral and written communication skills;
- Strong data analysis skills;
- Experience in the following areas: Design, development and management of large-scale enterprise database management systems, SQL, and statistical and analytical research methodology;
- Experience integrating personal computer applications such as Microsoft Office (Word, Excel, and Access) with large-scale enterprise database management systems;
- Knowledge of T-SQL as it is used in Microsoft's SQL Server Management Studio (SSMS);
- Knowledge of AS400 database structure and basic IBM SQL syntax;
- The ability to convert IBM SQL into T-SQL syntax;
- Knowledge of database structure, management, and naming conventions;
- Overall understanding of Higher Education policies and practices;
- Have an understating of Excel's Power BI or Tableau;
- Able to produce documentation of procedures and queries.

Interested applicants must apply via LA Careers at: https://www.governmentjobs.com/careers/louisiana/jobs/3066550/institutional-research-associate by 11:59 p.m. on Thursday, May 6, 2021. This position is posted for both internal and external applicants.