

Job Description

Carroll University
Institutional Research
100 N. East Avenue
Waukesha, WI 53186

Purpose of Job:

- The mission of the Office of Institutional Research is to provide readily accessible, and completely accurate, information, data, and analysis of relevant statistics to the University administration and faculty. The goal of the Office is to fulfill its mission by providing excellent service, and pleasant and effective support to our administration, faculty, staff and students who may need access to existing data, guidance in utilizing data, or support with determining how to best obtain data all for the purpose of effective decision making.

Duties & Responsibilities:

- Prepare and work with data
- Create reports and data summaries
- Interact with other Carroll offices and departments
- General office help and campus errands
- Proficiently use university data tools and software, such as but not limited to Microsoft Excel/Project/Access
- Create, maintain and validate data spreadsheets, databases and other data sets
- Access, enter and transcribe data, and check data summaries for accuracy
- Assist with on-time preparation of regular cyclical reports and data sets
- Access relevant existing databases to obtain factual values and datasets
- Perform general office organizational and administrative tasks and schedule updates
- Assist with obtaining and providing data reports and other tasks by completing various errands on campus

Job Qualifications:

- Ability to read and follow instructions
- Ability to manage and meet multiple deadlines
- Ability to communicate well in writing and orally
- Ability to read charts and graphs
- Ability to work proficiently with various appropriate software tools
- Ability to professionally interact with students, co-workers and supervisors

Supervisor:

- Julliana (JR) Brey,
262.650.4909