

POSITION ANNOUNCEMENT

RESEARCH ASSOCIATE

ALABAMA COMMISSION ON HIGHER EDUCATION

The Alabama Commission on Higher Education is accepting applications for the position of Research Associate. This position reports to the Director of Research Services.

RESPONSIBILITIES INCLUDE:

- Performing data queries using: Microsoft SQL Server Management Studio.
- Performing functional analysis for data requirements in order to provide guidance to agency programmers for both new and existing applications.
- Developing Power BI reports and applications, including interaction with end users to gather requirements, understanding report objectives, and designing reports to meet agency requirements.
- Communicating with appropriate individuals and groups internal and external to the agency concerning data collection and data requests.
- Working in a team environment.
- Reviewing pertinent documents, reports, and surveys for completeness and accuracy.
- Composing/typing/formatting/distributing reports, documentation and correspondences following supervisor's instructions and standard operating procedures.
- Accurately keying in commands, codes, and information to update databases and spreadsheets.

EDUCATIONAL/KNOWLEDGE REQUIREMENTS:

- Minimum of a baccalaureate degree, masters preferred.
- Familiarity with the Integrated Postsecondary Education Data System (IPEDS) and college and university reporting a strong plus.
- Knowledge and application of MapViewer and Microsoft Power BI.
- Knowledge of Microsoft SQL Server database structure and use is a plus.
- Proficient in Microsoft Word, Power Point, and Excel (including Pivot tables).
- Experience with Microsoft's Windows 10 operating system.
- Technical expertise with automatic data collection and reporting systems.
- General knowledge of computer hardware and software.
- Ability to learn new software through continuing education courses or by tutorial programs.
- Ability to set-up and maintain documentation and control procedures.
- Ability to work independently, be self-directed and solutions oriented.
- Sound organizational and planning skills.
- Effective oral and written communication skills.

DEADLINE FOR APPLICATIONS: Position opened until filled. Application reviews will begin on January 28, 2021.

SALARY: \$48,865.51 to \$61,018.85 dependent upon experience

TO APPLY: Submit – (1) Cover Letter (must be an attached letter, not an email), which addresses the specific educational/knowledge requirements outlined above (obvious website generated cover letters or emails are not acceptable); (2) resume and (3) an ACHE Application (found on ACHE website at ache.edu under "About Us/Employment Announcements"). Failure to provide all three documents will result in your application being considered incomplete. The agency will not contact applicants concerning missing documents. References may be requested of the selected finalist. Emailed applications only.

SEND TO: Tim Vick, Director of Operations at: tim.vick@ache.edu.

For additional information about ACHE visit: www.ache.edu

THE ALABAMA COMMISSION ON HIGHER EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER