

**INSTITUTIONAL RESEARCH AND INFORMATION MANAGEMENT**  
**GRADUATE ASSISTANT APPOINTMENT**

**Introduction**

Institutional Research and Information Management has a need for the assistance of an individual having strong academic qualifications and who is acquainted with the academic environment of Eastern Michigan University. The present needs of this department create an excellent opportunity for the employment of a graduate assistant. Computer technical expertise would be coupled with professional development in a university setting. Such an opportunity is appropriate for an individual desirous of developing information technology skills for employment in either the public or private sector. The position is one involving considerable responsibility. The individual will be assigned to several projects where accurate and timely completion is critical.

**Principal Function and Responsibility**

The principal assignment will be to assist in the development and preparation of the University data warehouse and other various institutional research projects as directed by the Director of Management Information Systems.

**Characteristic Duties and Responsibilities**

- Assist in the development and maintenance of the University data warehouse, including system design and application development.
- Analysis and interpretation of institutional information requests and formulation of responses to the respective agency or department.
- Compilation and execution of statistical analysis from the University data warehouse, published reports, and other resource documents as directed in support of major studies.
- Verification and testing of various University data files for accuracy and validity accompanied by the correction of such files.
- Generation of reports from the existing warehouse as required by the information request.
- Assist in the preparation of research projects and special reports as directed.

## **Qualifications of Candidate**

- The position will also involve a number of assignments that will be more technical in nature. In this regard, experience with personal computers, using the Windows operating system and the Linux/Unix operating environment, along with some quantitative background is highly desirable.
- Proficiency in developing web applications with server-side scripting languages such as PHP, and familiarity with configuring an Apache Web Server.
- Strong understanding of relational database concepts and SQL.
- Awareness of standard coding practices and methodologies: error testing, source code management, and code documentation.
- Familiarity with Shell Scripting.
- Familiarity with PC application packages such as Microsoft Office Applications.
- Adequate written and verbal skills are needed.
- Considerable supervision and consultation will be available. However, the graduate assistant is expected to creatively address problems and offer suggestions for possible improvements.

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