

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Research Analyst 1 (Retention)
Office of Institutional Research and Effectiveness
Regular Full-Time Position
Position Number 360800**

General Description

The Research Analyst 1 (Retention) reports directly to the Director for Institutional Research and Effectiveness. The incumbent extracts and compiles data for University, academic and administrative personnel as well as governmental agencies, accreditation agencies and other public requests.

Primary Duties and Responsibilities

- Extract and compile data for University, academic and administrative personnel as well as governmental agencies, accreditation agencies and other public requests.
- Serve as liaison to Assessment and Retention Analysis Council, compiling and summarizing data on assessment and retention issues facing the Council.
- Assist with monitoring progress of Quality Enhancement Plan initiatives and other retention-related data requests.
- Coordinate data collection and reporting for College Student Retention Data Exchange and Performance Funding.
- Coordinate administration of standardized and locally developed assessment measures, particularly those related to the first year experience and improving retention and persistence of APSU students.
- Analyze data, prepare reports, develop and deliver presentations on results of standardized and locally developed assessment measures.
- Collect, analyze and report data using computer software applications.
- Perform other job-related duties as assigned.

Essential Functions

- Strong analytic abilities to accurately collect, analyze, and report data using computer software applications.
- Strong ability to complete tasks as a team member and communicate prepared reports and analyses to University departments and outside agencies.
- Ability to work independently, pay attention to detail and meet deadlines.
- Commitment to accuracy, clarity, promptness, reliability and creativity.
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) as well as SungardHE Banner.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.

Required Minimum Qualifications

- Bachelor's degree.
- One year of previous work experience in a higher education setting. Experience will preferably be in institutional research with a broad knowledge of data interpretation, database design, statistical analysis and research design.
- Knowledge of MS Word and Excel or comparable computer experience.

- Knowledge of MS Access or comparable computer experience.
- Proficiency in quantitative research methods.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Master's degree in a related field.
- Knowledge of SAS and/or SPSS.

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