

*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**  
**Office of Institutional Research and Effectiveness**  
**Regular Full-Time Position**  
**Position Number 452020**

**General Description**

The Research Analyst reports directly to the Director for Institutional Research and Effectiveness and 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.
- Coordinate data collection and reporting for IPEDS, University Fact Book, US News and college guides.
- Participate in other projects, including performance funding, SACS accreditation, peer institution comparisons, assessment and retention analysis.
- Assist with monitoring progress of Quality Enhancement Plan initiatives.
- Consult with departments throughout the University on the development and implementation of assessment plans.
- Implement assessment plans and analyze data for assessment and other purposes.
- 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 with great attention for detail.
- Ability to meet deadlines.
- Ability to develop and interpret policy.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Broad knowledge of higher education issues.
- Commitment to accuracy, clarity, promptness, reliability and creativity.

**Required Minimum Qualifications**

- Bachelor's degree.
- One year of post-bachelor's work experience in data analysis.
- Proficiency in quantitative research methods.
- Minimum of one year of higher education experience with a broad knowledge of data interpretation.
- A background check and official transcript will be required of the successful applicant.

**Additional Preferred Qualifications**

- Master's degree in a related field.
- Knowledge of SAS, MS Word, Excel and Access or comparable computer experience.

**IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS**