



Institutional Research and Grants Assistant

Job Number: UD0011

**Institutional Research**

**Date Posted: 08 June 2017**

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## WHO WE ARE

The University of Dallas is a private university leading in academics that has been consistently ranked as one of the top regional universities in the country, holds a place in the list of the top 10 Catholic colleges in the West by U.S. News & World Report, and is ranked in the top 15 Catholic colleges nationwide by Forbes. We thrive on professional development, a family oriented environment, rich tradition, and great employee benefits!

## JOB DESCRIPTION

UD is currently seeking an Institutional Research and Grants Assistant who will be responsible for providing oversight for all pre-award grants compliance needs. This individual will have the opportunity to assist with core data reporting functions aimed at providing accurate, relevant, and useful information concerning the characteristics, performance, and effectiveness of the institution for use in accreditation, reporting, planning and executive decision-making.

## PRIMARY RESPONSIBILITIES

- Provides assistance to faculty on grant proposal work including, but not limited to, application review, identifying appropriate internal and external data sources, deadline tracking, obtaining appropriate signatures, assuring compliance with federal regulations, submitting proposals into the appropriate funding system, and reviewing budget for streamlining and clarity.
- Works with Principal Investigators and/or Program Managers to clarify funding details, verify needs and expectations of funding agencies, and assure consistency with university's mission, priorities, and policies.
- Creates and maintains a sponsored projects database to include update information on projects and proposals, grant awards, funding opportunities and faculty/staff research and professional interests to track grant activity.
- Develops structure for allocating direct and indirect costs and subawards with pass-through entities, such as subrecipients and contractors.
- Completes annual reporting to the *System for Grant Management (SAM)*.
- Assists in the development of research, planning, outcomes assessment and evaluation studies; and in the design of appropriate research instruments, surveys, questionnaires, schedules, and other relevant tools for the collection of data.
- Prepares data for Common Data Set and external surveys including, but not limited to, U.S. News & World Report and AAUP, and assists in the preparation of submissions for state, federal, and other external reporting requirements including, but not limited to, IPEDS, and THECB.
- This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related duties as requested by the supervisor, subject to reasonable accommodation.



# UNIVERSITY OF DALLAS

*The Catholic University for Independent Thinkers*

## MINIMUM REQUIREMENTS

- Bachelor's degree in Education Research, Information Technology, Social/Behavioral Sciences, or a related field appropriate to the position required.
- Three years of experience in research design, data analysis, and report preparation required, preferably in an academic setting.
- Working knowledge of SQL or similar language and proficiency using statistical software product such as SAS and SPSS.
- Proficiency with reporting tools such as Argos, WebFocus, Hyperion and ability to query databases such as Banner, PeopleSoft.
- Proficiency in MS Office applications for the purpose of data queries, data analyses, and report writing.

## PREFERRED QUALIFICATIONS

- Master's degree preferred.
- Experience in an institutional research setting is preferred.

## BENEFITS

UD provides competitive pay and benefits including eligibility to participate in medical, dental, life & disability insurance, employee events, health & wellness program, a free fitness center, at least 30 paid days off annually, accruing 12 days sick time, free tuition for employee and family, and retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

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