



Department	Office of Institutional Research and Analysis
Institution	The University of Texas System
Location	Austin, hybrid, or virtual
No. of Openings	Multiple
Hours per Week	Up to 19.5
Hourly Pay Rate	\$15.00
Work Schedule	Monday through Friday, flexible hours
Earliest Start Date	Open
Expected End Date	NA
FLSA Status	Non-Exempt
Benefits Eligible	No

About UT System

For more than 140 years, The University of Texas System has improved the lives of Texans — and people all over the world — through education, health care, and research. The System consists of nine academic institutions, five health institutions, and The University of Texas System Administration. The institutions of the UT System employ more than 116,000 faculty, health care professionals, researchers, support staff, and student workers.

The UT System Administration is primarily based in Austin, Texas. It supports the missions of the System's fourteen institutions by providing financial, legal, planning, purchasing, government relations, communications, development, and other central services. Serving a growing state, the UT System Administration strives to provide a welcoming, supportive work environment that embraces different perspectives - not only because it enables the organization to be stronger, creative, and thoughtful, but because it is the right thing to do. To that end, UT System Administration embraces state laws on [military](#) and [former foster children](#) employment preferences.

About the Office of Institutional Research and Analysis

The Office of Institutional Research and Analysis (OIRA) expands and transforms traditional institutional research (IR) data into timely and meaningful information to reinforce The University of Texas System's mission, initiatives, and policy decisions.

OIRA monitors the broader higher education environment at the system, state, and national levels, and uses that knowledge along with in-depth research and analysis to make recommendations that inform policy decisions and business strategy. It supports a data culture at UT System that fosters integrity, innovation, transparency, collaboration, communication, and best practices. OIRA supports the 13 institutions of the UT System by providing some data and analyses to the campuses, engaging in joint research projects, and administering a centralized data request process with the goal of reducing the burden of requests on the campuses.

Essential Functions

- Perform detailed data-related activities such as data cleaning, data validation, data coding, and data entry.
- Compare data with source documents or re-enter/re-calculate data in verification format to detect errors.
- Compile, sort, and verify the accuracy of data before it is processed further for eventual inclusion in final reports and dashboards.
- Locate data entry and calculation/processing errors and work with supervisor to correct them.
- Other related duties as assigned.

Required Qualifications

- Currently enrolled as an undergraduate student at one of the [14 UT System institutions](#)
- Familiarity with MS Excel, Adobe Acrobat, Word, PowerPoint. Strong organizational skills. Ability to stay on task with a minimum of supervision. Ability to learn quickly by experience and instruction.

Preferred Qualifications

Undergraduate students looking for long-term employment. Applicants able to work over semester breaks and during the summer will be given first consideration. Applicants should be detail-oriented, able to work well on tasks alone and with a team, friendly, good communication and customer service skills, and responsible. Willingness to handle a variety of tasks and interruptions. Good problem solving, ability to prioritize, and maturity in judgment. Familiarity with SAS.

Working Conditions

Standard office conditions

How to Apply

Send one email to rbruce@utsystem.edu as specified below.

- Subject Line: Student Research Associate - First Name Last Name
- Attach the following documents as Word or PDF files:
 - Employment Application (https://cms.utsystem.edu/sites/default/files/offices/human-resources/JobPostings/Employment_Application.pdf)
 - Resume
 - Cover Letter
 - 3 Professional References and their contact information

Additional Information

This position is security sensitive and subject to Texas Education Code 51.215, which authorizes the employer to obtain criminal history record information.

Equal Opportunity/Affirmative Action

The University of Texas System Administration is a federal contractor committed to providing equal employment opportunity for all qualified applicants and employees in all terms and conditions of employment. U. T. System will provide equal employment opportunity to all qualified persons and will not discriminate on the basis of race, color, sex, sexual orientation, gender identity/expression, pregnancy, religion, national origin, age, disability, genetic information, protected veteran status, or any other characteristic protected by federal or state laws.

For information on accommodations for individuals with disabilities, please contact the Office of Talent and Innovation at oti@utsystem.edu.