Position Title: Research Assistant
Location: San Antonio main campus
Office/Department: Academic Affairs
FLSA Status (Exemption Category): Non-Exempt (Classified)
Work Status: Full Time
Reports To: Academic Coordinator
Supervisory Responsibility: Work-Study, Graduate Assistant
Created/Revised by (Date): H. Streubert (07/13/09)
Approved by (Date): P. Vargas, Director of Human Resources (07/13/09)

Job Summary:
Assists in the daily operation of the Office of Academic Affairs. Makes complex decisions, answers and coordinates communications in various mediums and from various constituencies. Supervises student employees and provides seamless support of activities within the office and for the division as appropriate. Provides scheduling and communication support.

Essential Functions:
1. Provides support to the Office of Academic Affairs utilizing problem-solving skills with minimal supervision regarding a variety of academic-related and administrative issues ranging from routine to complex, including those of a sensitive and confidential nature. Support the strategic mission of the division and how it relates to the University.
2. Plans, coordinates and schedules meeting arrangements for Academic Committees and Councils or special events.
3. Attends and records minutes for a variety of meetings and oversees coordination of arrangements for meetings and functions.
4. Assists in the oversight or implementation of fiscal, personnel, and acquisition activities as needed utilizing Colleague, Zogotech, Informer, and paper documents. Supports the management of personnel files.
5. Performs a variety of tasks often of a sensitive and highly confidential nature in an environment of changing priorities and numerous interruptions.
6. Compiles, prepares, and edits reports, correspondence, documents and statistical data, including open records requests.
7. Analyzes and refers incoming complaints and concerns while ensuring appropriate action and/or delegation to proper officials for resolution.
8. Prepare/produce graphs/charts/glossaries using various computer applications for applications/reports/fact-books/unit plans etc…
9. Keep office activities running efficiently in supervisor’s absence.
10. Prepare/maintain databases using appropriate software.

Additional Responsibilities:
1. Any one position may not include all of the duties listed, nor do the examples necessarily include all of the duties performed.

Knowledge, Skills, and Abilities:
1. Experience in, or knowledge of, higher education principles and practices sufficient to support complex administrative functions for an executive office.
2. Demonstrated analytical skills that allow for interpretation of financial and related management information.
3. Excellent writing skills sufficient to draft professional reports and correspondence that is clear and concise.
4. Strong organizational skills to work independently and to prioritize a heavy workload under the pressure of competing assignments.
5. Excellent interpersonal and oral communication skills.
6. Excellent interpersonal skills to work cooperatively with persons at all levels in the organization.
7. Ability to respond flexibly and positively in all circumstances, and to work calmly under pressure.
8. Excellent numerical, analytical, and problem-solving skills.
9. Attention to detail with a high degree of accuracy.
10. Ability to exercise good judgment and discretion, especially with regards to sensitive or confidential personnel or organizational matters.
11. Excellent computer skills and experience using spreadsheet, charting, and other software tools, such as Microsoft Word, Excel, Powerpoint, and Outlook.
12. Ability to use software tools to present data clearly and concisely.
13. Knowledge of and/or experience using database query tools, such as Informer, Zogotech or Business Objects and Microsoft Access.

**Education and Experience:**
1. Associates degree or equivalent in Computer Science, Accounting, Business Administration or related area.
2. Three to six months experience in a comparable position in higher education. Preferred

**Minimum Starting Salary:** Commensurate with experience/education

**Applicant deadline:** Open until filled

OLLU seeks to attract, develop, and retain the highest quality faculty, staff, and administrators. The University is committed to diversity and strongly encourages applications from women and minorities. EOE