



## Graduate Assistantship

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**Position Title:** IR Graduate Assistant

**Reports To:** Director of Institutional Research

**Department:** Institutional Research

**FLSA Status:** Non-exempt, 15 hours per week

**Employment Status:** Part-Time Non-Benefit Eligible

**Grant Funded:** Circle One - YES/NO

**Origination Date:** 1/27/2026

**Revision Date:**

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### **Position Summary:**

The Institutional Research (IR) Graduate Assistant helps the IR team with reporting by working with data, reports, and documentation. This role involves helping check that data is accurate, updating dashboards and spreadsheets, and keeping process documents organized. It is designed for a graduate student who wants hands-on experience with data, reporting, and how information is used to support decisions.

### **Primary Responsibilities:**

- Help update Excel spreadsheets and dashboards that track data.
- Support reports used to review and confirm numbers.
- Compare data from different systems to make sure numbers match and are accurate.
- Maintain simple checklists and logs to track data checks and issues.
- Help write and update step-by-step guides explaining IR processes.
- Assist with tracking reporting deadlines and preparing materials for required reporting.
- Use existing Excel tools (with guidance) to support reporting and documentation.
- Time provided work on automation and research projects.

### **Skills and Experience:**

- Advanced Excel skills -examples like vlookups, hlookups. Will help learn.
- Opportunities to learn Power BI and Python.
- Strong analytical, documentation, and organizational skills.
- Ability to work independently on defined tasks while collaborating with Institutional Research leadership.
- Demonstrated interest in analytics and data-driven work.

### **Qualifications:**

- To perform this job successfully, an individual must be able to perform each primary duties satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.
- Currently enrolled graduate student making Satisfactory Academic Progress (SAP).

### **Physical Demands:**

- May be required to lift up to 20 lbs.
- Must reach, bend, stoop, lift.
- Must sit, walk or stand.
- Some repetitive motion may be required.

### **Working Conditions:**

- Can be scheduled for up to 10 hours a week.
- Varying workflow; sometimes stressful with high workload times of the year.
- Complete work required within a limited space.
- Complete work required within a limited time.

**Mount Mary University** practices equal opportunity employment as part of our ongoing commitment to diversity in our workplace. If you are interested in this position please email a resume, cover letter expressing interest and qualifications and at least two professional or academic references to:

Hiring Supervisor: Indira Vadapally, Director of Institutional Research

Email: [vadapali@mtmary.edu](mailto:vadapali@mtmary.edu)