Lincoln University Job Description

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<th>Job title:</th>
<th>Program Analyst</th>
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<td>Department:</td>
<td>Institutional Research</td>
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<td>Reports to:</td>
<td>Director of Institutional Research</td>
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**Job Summary:**

Under the general supervision of the Director of Institutional Research, the Program Analyst is responsible for conducting statistical research studies that are needed to augment the measurement of the effectiveness of academic and other programs on campus; conducting the necessary research projects of a statistical nature that is requested from the Office of Institutional Research, completing internal, local, state and federal reports; and providing information for various publications related to the University.

**Qualifications:**

- BA/BS required. Master’s degree in a business area, mathematics, computing, research design, statistics or a related field preferred.
- Must have experience in the use of microcomputers and supporting software.
- Must communicate effectively with people from varied social, educational, and economic backgrounds.
- Must be able to work without constant supervision, made decisions, and have good judgment.
- Must be able to handle multiple tasks and projects and prioritize based on departmental functionality.
- Must be detail oriented with the ability to organize.
- Ability to maintain a high level of confidentiality.
- Must have a high level of professional appearance and demeanor.

**Essential Duties and Responsibilities:**

- Supervises the undergraduate student worker, sets work priorities and reviews work completed.
- Prepares university data for survey requests to various government and private agencies.
- Prepares the results for the Instructional Assessment Survey.
- Extracts, manipulates, verifies, and processes data utilizing a variety of resources.
- Assists in the preparation and publication of the University Fact Book.
Develops database in the Office of Institutional Research on the PC using data from the University main computer data system.

Queries the University main computer database.

All other relevant duties as assigned.

**Working conditions:**

Work is primarily performed in a university campus environment and requires a flexible schedule including evening and weekend work. Travel for administrative work is expected. The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.

**Application Submission:**

- Submit a letter of interest/cover letter.
- A detailed resume listing qualifications and experience
- Names, addresses, and telephone numbers of at least three professional references.

To apply, please submit documentation to the following address:

Office of Human Resources  
Lincoln University  
1570 Baltimore Pike  
P.O. Box 179  
Lincoln University, PA 19352

Or

Email: hr@lincoln.edu

**IMPORTANT NOTE:** Please indicate Job Title on Subject Line when emailing.