PLEASE NOTE: It is your responsibility to make sure that all requested information is complete on this supplemental questionnaire. Only complete supplemental questionnaires will be considered.

RESPONSES TO THE REQUESTED INFORMATION WILL BE REVIEWED, EVALUATED, AND SCORED. IT IS THEREFORE, VERY IMPORTANT THAT YOU PROVIDE A THOROUGH RESPONSE.

PLEASE TYPE OR WORD PROCESS YOUR ANSWERS ON SEPARATE SHEETS OF PAPER

1. The position requires 2 years of professional work experience with collecting, manipulating, analyzing, and reporting quantitative and qualitative data. You will be responsible for collecting, cleaning, analyzing, and reporting the results of data for recurring and special projects in an accurate and timely manner. Please explain in detail how your training, coursework, and/or experience meet these qualifications.

2. Describe your experience working on research projects (Do not include dissertation research).
   a. What were the research topics and designs?
   b. What were your roles in the projects?
   c. In what ways did you contribute leadership in the design and completion of the projects?

3. The Research Analyst utilizes a variety of software programs to collect, manipulate, analyze and communicate data.
   a. Please describe your experience and level of proficiency with analytic statistical software including Excel, SPSS, or similar software programs.
   b. Please describe your experience and level of proficiency with software to create graphs, reports, and communicate project results such as Microsoft applications (PowerPoint, Publisher, and Excel), Visio, or similar software programs.
   c. What is your experience using and maintaining database programs?

4. Explain your experience leading or supporting strategic / institutional planning efforts that would demonstrate your ability to support campus-wide institutional effectiveness.

Please print your name