

Research Project Analyst

The University of Arkansas at Pine Bluff (UAPB) is accepting applications to fill the position of **Research Project Analyst**. The Research Project Analyst is responsible for researching and providing statistical reports for ongoing and special projects; works under the direct supervision of the project director and serves as administrative manager/coordinator for the office. Writes various monthly, quarterly, and annual reports, explaining findings of research for assigned projects; prepares and presents summaries and analyses of survey data that describe techniques and results. Utilizes desktop publishing software to prepare various statistical and narrative reports for print and/or distribution; accesses information held in databases to respond to special requests for statistical and analytical reports from agency/institution personnel and outside sources.

Minimum Qualifications: The formal education equivalent of a bachelor's degree in mathematics, business administration, public administration, or a related field; plus two years of experience in research, statistics, planning, or a related area.

Deadline for Applications: February 24, 2010

Send State of Arkansas applications to: Human Resources Department, Mail Slot 4942, 1200 North University Drive, Mail Slot #4942, Pine Bluff, Arkansas 71601. Applications must also include a letter of interest, resume, names and addresses of three references.

"UAPB is an Equal Employment/Affirmative Action Employer and full participation by Women and Minority Groups is encouraged."