



“REAL WORLD” OPPORTUNITIES
UNIVERSITY OF ROCHESTER

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The University of Rochester is an Equal Opportunity Employer*

Job Title: Information Analyst I Ref# 151828

Start Date: IMMEDIATE

GENERAL PURPOSE:

Gathers information, analyzes and interprets data and disseminates information.

BRIEF DESCRIPTION OF DUTIES:

- Under general direction within policy guidelines and approved protocols: collects data by use of questionnaires, interviews and reviewing journals and reports. May prepare some computer search strategies. Maintains records and conducts correspondence with a variety of agencies and officials that provide a source for information. Reviews retrieved information for pertinence to the project. Prepares reports and recommendations based upon analysis of information gathered. May supervise clerical staff or aides who may assist in field work.

REQUIRED QUALIFICATIONS:

Bachelor's degree with major course work in social or technical field; or an equivalent combination of education and experience.



Qualified candidates are to specify the job reference number, job title and location where posting was detected in the subject line of the cover letter. Please email your credentials (cover letter and résumé) in the preferred format—the file should be MS Word 2003 compatible. Email credentials to judie.myers-gell@rochester.edu. To search for openings at the University of Rochester, visit online at www.rochester.edu/jobopp or <http://www.rochester.edu/diversity/staff/jobpostings.html>. Also, you may view our Benefit package at www.rochester.edu/working/benefits.