

Institutional Research Office Assistant

Job Title: IR Assistant

Supervisor: Director of Institutional Effectiveness
David Koehler: dkoehler@tvcc.cc

IR Assistant duties include, but are not limited to:

#1	Continue to develop skills in writing and understanding SQL code
#2	Learn to efficiently use Tableau Desktop software to develop public-facing interactive data to be used on the official school website
#3	Develop and enhance existing internal reporting infrastructure using SQL Server Reporting Services (SSRS).

***Must possess excellent communication and database skills.**

*We will work around your school schedule, but between 10-20 hours per week will be required.