# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>42960BR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASU Job Title</td>
<td>Research Analyst Assistant</td>
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<td>Research Analyst Assistant</td>
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<tr>
<td>Campus Location</td>
<td>West</td>
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<tr>
<td>Department Name</td>
<td>MLF Teachers College</td>
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<tr>
<td>Full-Time/Part-Time</td>
<td>Full-time</td>
</tr>
<tr>
<td>Scope of Search</td>
<td>Open</td>
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<tr>
<td>Grant Funded Position</td>
<td>This is not a grant funded position.</td>
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<td>Close Date</td>
<td>July 16, 2018</td>
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**Job Description**

As an entry-level professional, provides assistance in researching, compiling, maintaining, analyzing, and presenting data for evaluation and support of the Mary Lou Fulton Teachers College. This will include assisting with the extraction and cleaning of data from various ASU- and Teachers College-related systems, such as PeopleSoft (MyReports), Tk20, and iTeachAZ Dashboard. Search for information needed for fulfilling data requests (e.g., searches in mentioned systems, web searches, following-up with contacts in the college or university, etc.). Create documentation of processes used to fulfill data requests.

**Minimum Qualifications**

Bachelor's degree in a field related to area of assignment AND one year of related experience; OR, Any equivalency combination of education and or experience from which comparable knowledge, skills and abilities have been achieved.

**Desired Qualifications**

- Demonstrated knowledge of formats for numeric data and experience in converting and normalizing numeric data formats.
- Demonstrated knowledge of statistical analysis software application for managing and analyzing numeric data (e.g., SPSS, SAS, Stata).
- Demonstrated knowledge of the principles, methods and techniques of developing queries for reporting and analysis.
- Demonstrated knowledge of databases such as PeopleSoft,
- Demonstrated knowledge of academic environment.
- Demonstrated knowledge of data collection and analysis methods, techniques, and procedures.
- Evidence of effective interpersonal and written communication.
- Experience in working with staff from multiple offices in interpreting the details of a request for data
- Experience in project management and time management.
- Experience in searching and summarize developments in the educational industry; remaining current regarding significant developments and/or initiatives occurring within K-12 (e.g., ADE/DOE related standards, terms, professional organizations, etc.).
- Experience in developing, analyzing and executing queries within a relational database
- Experience in working in a diversified environment and maintaining effective interpersonal relationships.
- Experience in meeting project deadlines and staying organized.
- Evidence of a Bachelor's degree in a related field AND three years of experience in research, data retrieval, information analysis or program evaluation; OR Master's degree in a related field AND one year of experience in research, data retrieval, information analysis or program evaluation; OR any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved

**Working Environment**

Activities are primarily performed in a regular, climate controlled office setting subject to extended periods of sitting, standing, walking. Visual acuity and manual dexterity associated with daily use of desktop computer; bending, stooping, reaching and lifting up to 20 pounds. Ability to clearly communicate verbally in English, read, write, see and hear to perform essential duties. Regular review of completed tasks.

**Essential Duties**

- Assists in the interpretation of data requests, the identification of appropriate data sources within the ASU systems, and extracts data from sources such as PeopleSoft, Tk20 and other databases.
- Assists in compiling sources of data related to the needs of the college; manipulates various electronic forms of data (e.g., SQL, Excel, DBS, Text) into a single usable format (e.g., SPSS) and submits it to the appropriate parties.
- Assists in prioritizing data acquisition for supported projects and general research needs to ensure timely delivery of data.
- Utilizes statistical methods to analyze research questions and management problems and/or policy implications.
- Analyzes and summarizes data, provided by senior project staff, in a variety of electronic formats; runs preliminary analyses using standard descriptive statistical procedures to better identify flaws, errors, inconsistencies, or gaps in the data field within the database.
- Works collaboratively with senior staff and assists with data archiving and management procedures for datasets collected; coordinates, cleans, and analyzes data.
- Assists in the review of source data and validates data integrity, using guidelines and procedures; normalizes datasets to formats amenable to broad dissemination and preservation using appropriate software tools (e.g., MS Access, MS Excel, SPSS).
- Creates and maintains databases utilizing various computer programming languages or user-oriented software, such as SPSS or SAS.
- Enters data into, reviews, and maintains databases utilizing programs, such as SPSS, Excel, Access, Word, PowerPoint, and Visio.
- Working under general direction, develops survey or data extraction instruments
- Documents data identification and extraction processes so that iterative or multi-year queries are facilitated.
- Performs independent studies, internet and library searches on relevant subjects.
- Develops a rapport and credibility with contacts at agencies or facilities relevant to activities.
• Search and summarize developments in the educational industry; remains current regarding significant developments and/or initiatives occurring within K-12 (e.g., ADE/DOE related standards, terms, professional organizations, etc.). Assists with the preparation, production, and presentation of written reports that may include: progress of study, data summaries, documented findings, literature reviews, bibliographies, or other study related updates and/or evaluations.
• Assists with the preparation of tables and graphs from statistical analysis software package (e.g., SPSS) output, for use in reports, academic journal articles, or PowerPoint presentations.
• May also prepare report briefs for a given project, as needed. May perform or assist in the delivery of presentations, write articles and technical reports.
• Maintains direct contact with personnel of various outside organizations and university departments associated with scheduled function/program.
• May assist with development and management of policies and procedures relating to the entry, storage, maintenance, and security of personal and demographic data relating to students, staff, and affiliates of the university in all corporate systems.
• May assist university departments by providing information for operational and strategic plans, or accreditation/program reviews.

Department Statement

Arizona State University's Mary Lou Fulton Teachers College creates knowledge, mobilizes people and takes action to improve education. Nationally recognized as a leading innovator in teacher education and scholarly research, Mary Lou Fulton Teachers College prepares over 1,500 educators annually through bachelor's, master's and doctoral degree programs.

Working with a mindset of creative intrapreneurship to bring positive change within organizations, Mary Lou Fulton Teachers College brings people and ideas together to improve student outcomes. We seek to develop a renewable resourcefulness in individual educators, in schools, in school districts and in communities.

In line with the charter and design principles of Arizona State University, Mary Lou Fulton Teachers College asserts the following four core values:

• Pursue excellence at scale to achieve impact
• Exercise leadership through innovation
• Champion diversity of people and ideas
• Share responsibility for the strength of communities

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its
research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

### Employment Verification

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

### Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

### Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated. Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position. Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

### Instructions for ASU Online Employment Applications

- Go to the ASU Human Resources site: https://cfo.asu.edu/hr-applicant and scroll down to apply for an ASU job now.
- For staff positions click on Internal Applicants (for existing ASU employees) or External Applicants (you must create an ASU account or enter existing account information).
- From the ASU Welcome page which is the new Talent Gateway (gives applicants several online options for the recruiting process), click on Search Openings to locate positions of interest.
- From the Search Openings page, customize your search or simply click the Search button to view all ASU staff job openings.
- From the Search Results page, scroll to positions of interest and click on the red Requisition ID 42960BR at the left to apply.
- From the Job Details page, review the posted job description and click the ApplyTo Job button to begin the online application process.

Then, answer the questions to complete the ASU Kenexa online employment application.
application (Note - you will be asked to submit your cover letter, resume and three personal references as part of the application process).