## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>42961BR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASU Job Title</td>
<td>Data Analysis Specialist Sr</td>
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<td>Data Analysis Specialist Sr</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>
</tr>
<tr>
<td>Close Date</td>
<td>July 16, 2018</td>
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<td>Job Description</td>
<td>Under administrative direction, manages, plans, supports and prepares data analysis and reporting for Mary Lou Fulton Teachers College decision-making, strategic planning, and process improvement using various methods and techniques.</td>
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<td>Minimum Qualifications</td>
<td>Masters degree in Statistics, Computer Information Systems, Business Information or a related field and five (5) years of related administrative/data analysis experience which includes one (1) year of supervisory experience, OR, any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.</td>
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| Desired Qualifications | • Knowledge of the principles and practices pertaining to education program compliance and continuous improvement  
• Experience in educational or research institute data analysis and design, LMS, Blackboard, Aleks and Online Educational Data  
• Knowledge of supervisory principles practices and techniques  
• Knowledge of the principles of exemplary customer service demonstrated through:  
  o Actively listening, acknowledging, and responding to every inquiry;  
  o Taking appropriate ownership and resolving each concern or problem as appropriate;  
  o Exhibiting professionalism and expertise in every interaction;  
  o Engaging in professional development to meet expectations for service excellence.  
• Dashboard experience with an enterprise class BI and Analytics tools such as Tableau, Power BI, Splunk, Qlik.  
• Experience with survey development and online administration; Qualtrics, Survey Monkey |
| Working Environment | Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse; required to stand for varying lengths of time and walk moderate distances to perform work. Occasional bending, reaching, lifting, pushing and pulling up to 25 pounds. Regular activities require ability to quickly change priorities, which may include and/or are subject to resolution of conflicts. |
Ability to clearly communicate verbally, read, write, see and hear to perform essential functions.

**Essential Duties**

- Skill in accurately and reliably interpreting education-focused data requests and research questions being asked (internally and externally) for determining appropriate action, identification, extraction, and analysis of data.
- Utilizes various computer programs and software to collect, extract, cleanse, compute, standardize, transform, and store securely education data from various sources to ensuring data integrity.
- Ability to develop and execute queries and reports within a database (e.g., Excel, Access, Hyperion, SQL, MyReports) and statistical software (e.g., SPSS, SAS, R)
- Creates and maintains technical end user documentation
- Ability to quantitatively and statistically analyze data; interpret, synthesize, and summarize findings; and develop conclusions and recommendations based on those results.
- Performs complex and advanced education research analysis techniques to understand current performance, analyze trends, and make recommendations for future goals, projects, programs, process improvement, predicting resource needs, and developing long-range plans.
- Prepares or coordinates reports, reporting strategies, and presentations in education for Mary Lou Fulton Teachers College for internal and external stakeholders and university administration.
- Experience in displaying complex quantitative data in a simple, intuitive format and presenting findings in a clear and concise manner that are integrated into the context of the questions being asked
- Ability to work effectively in an environment requiring balancing multiple competing deadlines and shifting priorities.
- Responsible for regularly auditing data input; audits may involve studying numbers, organization practices and customer feedback.
- Maintains broad awareness of current trends in data collection and organization, data preservation, and numeric data analysis by participation in appropriate professional activities and contributing to research in the field of education: to implement procedures and technologies that assure the long-term sustainability and accessibility of datasets.
- Represents the department/college and serves on various department and university committees.
- May supervise, monitor or coordinate the activities of subordinates to ensure adherence with stated outcomes, timeframes and standards. May perform other duties as assigned.

**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](http://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 up 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](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 (**Note** - you will be asked to submit your cover letter, resume and three personal references as part of the application process).