Research Analyst
(Job Number: 56036BR)

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>West</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name</td>
<td>Mary Lou Fulton Teachers College</td>
</tr>
<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Grant Funded Position</td>
<td>This is not a grant funded position and is not contingent on future grant funding.</td>
</tr>
<tr>
<td>Close Date</td>
<td>October 22, 2019</td>
</tr>
</tbody>
</table>

Job Description
Mary Lou Fulton Teachers College (MLFTC) is seeking an experienced mixed methods research analyst to join the Office of Data Strategy. This position will work to compile, maintain, analyze, and present data for the evaluation and support of MLFTC. This includes the extraction and cleaning of data from various ASU- and Teachers College-related systems, such as PeopleSoft (My Reports, Hyperion, Redshift). The person in this position will conduct interviews and focus groups to support research, analyze documentation and contribute to research design and reporting efforts of MLFTC initiatives that support the university’s mission.

Essential Duties
- Fulfills data requests, identifies appropriate data sources within the ASU systems, and extracts data from sources such as PeopleSoft, Tk20 and other relational databases.
- Compiles 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., SQL, Report Builder, Tableau) and submits it to the appropriate parties.
- Prioritizes 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 in a variety of electronic formats; runs analyses using standard statistical procedures to better identify flaws, errors, inconsistencies, or gaps in the data field within the database.
- Works collaboratively with team to fulfill data archiving and management procedures for datasets collected; coordinates, cleans, and analyzes data.
- Reviews source data and validates data integrity, using guidelines and procedures; normalizes datasets to formats amenable to broad dissemination and preservation using stakeholder-appropriate software tools (e.g., MS Excel, Tableau, Report Builder, Power BI, etc.).
- Creates and maintains databases utilizing various computer programming languages or user-oriented software, such as SQL.
- Enters data into, reviews, and maintains databases utilizing programs, such as SQL Developer, Toad, Hyperion, or Report Builder.
- 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.
- Prepares, produces, and presents 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, Tableau, Power BI) output, for use in reports, academic journal articles, or PowerPoint presentations.
- Prepares report briefs for a given project, as needed. Will work to deliver presentations, write articles, and technical reports.
- Maintains direct contact with personnel of various outside organizations and university departments associated with scheduled function/program.
- Will support university departments by providing information for operational and strategic plans, or accreditation/program reviews.

<table>
<thead>
<tr>
<th>Minimum Qualifications</th>
<th>Bachelor's degree in a related field AND three years of experience in research, information analysis or program evaluation; OR, Master's degree in a related field AND one year of experience in research, information analysis or program evaluation; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working Environment</td>
<td>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.</td>
</tr>
</tbody>
</table>
| Desired Qualifications | - 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 (SQL).  
- Demonstrated knowledge of Oracle Databases  
- Demonstrated knowledge of ASU’s Analytics 3.0 site and development tools  
- Demonstrated knowledge Tableau or other data visualization software (e.g., Power BI)  
- Demonstrated knowledge of both qualitative and quantitative data analysis methodologies.  
- 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 involving multiple complex projects, ad-hoc requests, and yearly tasks (e.g., U.S. News and World Report)

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.

---

**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 6,000 educators annually.

MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the quality of teaching and learning and the performance of education systems.

MLFTC mobilizes people through bachelor's, master's and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement.

MLFTC takes action by bringing people and ideas together to increase the innovation capabilities of individual educators, schools and organizations, districts and 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 80,000 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
<table>
<thead>
<tr>
<th>Employment Verification</th>
<th>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background Check Statement</td>
<td>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.</td>
</tr>
<tr>
<td>Instructions to Apply</td>
<td>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.</td>
</tr>
<tr>
<td>Instructions for ASU Online Employment Applications</td>
<td>• Go to the ASU Human Resources site: <a href="https://cfo.asu.edu/hr-applicant">https://cfo.asu.edu/hr-applicant</a> and scroll down to apply for an ASU job. • For staff positions, click on External Staff or Internal Staff (for existing ASU employees) – if External, 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 to locate positions of interest. • OR click on Advanced Search, to customize your search by campus, title keywords, etc. • From the Search Results page, scroll to positions of interest and click on the Job Title above Requisition ID 56036BR to apply for this position. • From the Job Details page, review the posted job description and click on the Apply to 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).</td>
</tr>
</tbody>
</table>