Research Analyst  
(Job Number: 59143BR)

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<th>Campus/Location</th>
<th>West</th>
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<tbody>
<tr>
<td>Department Name</td>
<td>Mary Lou Fulton Teachers College</td>
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<tr>
<td>Grant Funding</td>
<td>This is not a grant-funded position and is not contingent on future grant funding.</td>
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<td>Close Date</td>
<td>March 4, 2020</td>
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**Job Description**  
Mary Lou Fulton Teachers College (MLFTC) is seeking a research analyst to join the Office of Data Strategy. Under administrative direction, provides assistance in developing, maintaining, and analyzing information, social networks, and information systems for decisions based on key findings of research and program initiatives. This function involves considerable interaction and communication with management of units throughout the university, school districts and other external agencies, and public and private sector representatives.

**Essential Duties**
- Coordinate the development of data for special management, policy studies and/or research activities.
- Design, coordinate, and conduct research activities and statistical studies.
- Identify, retrieve, evaluate, interpret, and synthesize multiple data sources.
- Create new avenues of information flow, particularly around the social networks of teacher candidates, faculty and staff in the college, in addition to external stakeholders.
- Determine patterns and provide detailed background information on networks of interest.
- Develop leads for new research directions derived from local, regional, and ideological discussions.
- Routinely identity gaps within collected and analyzed data.
- Develop and maintain databases used to generate information for management decision making and evaluation of programs, utilizing various computer programming languages or user-oriented software, such as SPSS, SAS, or R.
- Responsible for a multitude of information gathering, research, client development, and predictive analysis as part of an analytical team.
- Participate on project teams in special studies resulting in recommending solutions or alternatives.
- Design and implement social network surveys and advanced social network analyzes in education.
- Interface with other agencies to identify new and emerging techniques and analytics tools.
- Design and communicate data visualizations using Tableau or other tools.
- Help train staff in the use of departmental data processing tools.
- Utilize programs such as Excel, Access, Microsoft Word, PowerPoint.
- Utilize statistical methods to analyze management problems and/or determine policy implications;
- Assist evaluators in the development of measurement tools and surveys.
- Perform independent studies, internet and library searches on relevant subjects.
Develop, implement, and coordinate an effort to develop cross-University and outside educational organizations to support the research mission of the Mary Lou Fulton Teachers College.

- Develop, implement, and coordinate an effort to develop large proposals to the federal government
- Develop a rapport and credibility with appropriate parties to best facilitate engaging them in substantive research partnerships within education.
- Understand and promote the research capabilities and interests of the Mary Lou Fulton Teachers College in terms of education research and evaluation needs and national priorities.
- Establish a resource network in the community, the nation, and the international arena to identify and cultivate partners.
- Make recommendations to management, public/private sector representatives, and external constituencies.
- Assist college departments by providing information for operational and strategic plans, or accreditation reviews.
- Assist in the delivery of presentations, write articles and technical reports.

**Minimum Qualifications**

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.

**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 publication of social network analyses.
- Evidence of effective interpersonal and written communication.
- 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

**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.
<p>| 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 <a href="http://www.asu.edu/tobaccofree">www.asu.edu/tobaccofree</a> 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. Notice of Availability of the ASU Annual Security and Fire Safety Report In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU’s Annual Security and Fire Safety Report is available online at <a href="https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf">https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf</a>. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456. Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit <a href="https://cfo.asu.edu/relocation-services">https://cfo.asu.edu/relocation-services</a>. 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. |</p>
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<th>Instructions to Apply</th>
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| 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. ![link](https://cfo.asu.edu/applicant) |