Research Analyst
(Job Number: 68708BR)

Campus Location  | West
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Full-Time/Part-Time  | Full-Time
Grant Funded Position  | This is a grant-funded position and is contingent on future grant funding.
Salary  | $43,920 - $61,000 per year; DOE
Close Date  | Two weeks

Job Description  | Under administrative direction, assists in developing, maintaining, and analyzing quantitative and qualitative information to complete complex research reports. This function involves considerable interaction and communication with managers of units throughout the MLFTC, the university, partner institutions, state governing bodies, and local education districts.

Essential Duties
- Applies research design expertise and familiarity with applying quantitative and qualitative research methods to produce quality outcome analyses and recommendations for program improvement.
- Utilizes abilities to gather information to design and implement insightful research projects and effectively communicate results and recommendations to various audiences.
- Works in teams and independently, building rapport across the college to accomplish research goals on time.
- Utilizes project management skills to balance numerous competing demands for information that occurs continuously.
- Uses a common statistical package to process data and test descriptive and inferential assumptions (SPSS, SAS, R, other).
- Imports and processes data for analysis, performs data quality monitoring activities, and properly secures and stores data.
- Properly analyses data and produces descriptive and inferential statistics which are then effectively communicated to a variety of audiences.
- Utilizes qualitative skills including survey construction, structured observation, and interviewing skills, including focus group abilities.
- Utilizes survey building software effectively for collecting program participation and improvement data (Qualtrics, Survey Monkey, Google Forms).
- Utilizes quantitative and qualitative data to create comprehensive analyses for program reporting and improvements efforts college-wide.

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
- Experience working on grants, such as assisting with the annual or biannual submission of reports to granting agencies or working on grant proposals.
- Some experience with database programming, knowledge of data tools, or programming languages utilized within innovative institutions of higher education (PeopleSoft/Banner, SQL, Python, DBeaver/SQL Studio, Alteryx, Analytics/centralized institution data sources).
| **Knowledge** | Knowledge of the principles, practices and techniques of research design, methodologies, and statistics.  
Knowledge of academic research environment, particularly in the field of education.  
Ability to apply advanced knowledge of the principles, practices and methods of internet-based research. |
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<td><strong>Working Environment</strong></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>
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| **Department Statement** | ASU’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 6,600 educators annually.  
MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy.  
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 capabilities of individual educators and the performance of education systems.  
MLFTC values our cultural and intellectual diversity and continually strives to foster a welcoming and inclusive environment. We are especially interested in applicants who can strengthen the diversity of the academic community. |
| **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 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 [https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf](https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf). 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 [https://cfo.asu.edu/relocation-services](https://cfo.asu.edu/relocation-services).

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<th>Employment Verification</th>
<th>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</th>
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<td>Fingerprint Check Statement</td>
<td>This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.</td>
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<td>Instructions to Apply</td>
<td>Application deadline is 3:00PM Arizona time on the date indicated.</td>
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<td>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.</td>
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<td>Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.</td>
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<td>Only electronic applications are accepted for this position. Job # 68708BR</td>
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