

Data Analyst (Job Number: 80418BR)

Campus Location	Remote or West
Department Name	Mary Lou Fulton Teachers College
Full-Time/Part-Time	Full-time
Grant Funded Position	This is not grant-funded and is not contingent on grant funding
Salary	Depends on Experience
Close Date	July 5, 2022
Job Description	<p>Mary Lou Fulton Teachers College (MLFTC) is seeking a data analyst knowledgeable in data collection, preparation, analysis, and reporting to join the Office of Data Strategy. This position works closely with college administration, faculty, and staff to deliver data for research and compliance reporting, supporting MLFTC operations.</p> <p>The person in this position will coordinate data collection, analyze quality, document processes and procedures, and contribute to research design and reporting efforts that support the university's mission, both independently and within a team.</p>
Essential Duties	<ul style="list-style-type: none"> • Fulfill annual data reports and ad hoc data requests through requirements gathering, identifying appropriate data sources, extracting and preparing data, and creating tables, visuals, and reports for use by administration, faculty, staff, and external stakeholders; regularly communicating with internal and external data experts, creating custom SQL scripts within ASU's enterprise data system and/or manipulating and analyzing research datasets, and identifying and communicating data gaps and key findings to stakeholders. • Manage multiple ad hoc requests and annual projects both independently and within a team environment; regularly coordinating data collection for the completion of institutional surveys, reports and other data requests from internal MLFTC units and external partner agencies, participating in team project planning/scoping, meeting coordination, and project documentation. • Visualize datasets to formats amenable to broad dissemination and preservation using stakeholder-appropriate software tools (i.e. Excel, Tableau, Power BI, etc.); regularly creating dashboards and visuals for reports and presentations. • Communicate with stakeholders to understand project requirements, deliverables, and specific research questions; regularly engaging in requirements gathering with staff and faculty, preparing and delivering presentations, technical reports, and dashboards to a variety of audiences. • Participate and serve on committees and research/work groups as requested; at times developing surveys or data collection instruments using appropriate software (i.e., Qualtrics, QuestionPro), providing programmatic data for operational or strategic plans and accreditation/program reviews, or providing data management/quantitative analysis to support project initiatives within appropriate data governance protocols.

Minimum Qualifications	Bachelor's degree in Business Administration, Education, or related field AND two (2) years previous software support experience; OR, Any combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.
Desired Qualifications	<ul style="list-style-type: none"> • Three years of experience in data preparation and analysis and basic research application • Master's degree in related field • Moderate to advanced proficiency in SQL, database navigation, and data analysis; with experience in developing and executing SQL queries within a relational database, ability to merge large, complex data from multiple sources using a variety of tools (i.e. Excel/Power Query, Alteryx), and demonstrated knowledge of QA/data validation concepts and quantitative data analysis methodologies. • Ability to prioritize, scope, and manage multiple, competing projects, adhoc requests, and yearly tasks both independently and within a team; demonstrating excellent organizational and time management skills, experience with formal documentation of code/data processes/methods, ability to meet project deadlines, and possession of creative and analytical problem-skills with a strong attention to detail. Experience documenting work with project management software (i.e. AirTable, MS Project, JIRA) or code repository platforms (i.e. GitHub) is a plus. • Strong understanding of data visualization concepts, standards, techniques, and design skills; ability to apply appropriate visualizations to specific data and analyses, and present results to diverse audiences in a variety of formats (dashboards, reports, presentations). Experience with a data visualization software (i.e. Tableau, Power BI) is a plus. • Evidence of strong communication skills and ability to explain complex, technical subjects to a variety of audiences through a customer service lens; ability to interpret the details and deliverables of a data request or research project, ask appropriate questions to understand context, and explain analyses, analytical reports, or dashboards to stakeholders. • Knowledge of, or experience working within, the K-12 education, higher education, or research environment. Experience working with student data, understanding of IRB, FERPA, data governance and privacy, and ability to develop strong working research partnerships and credibility with contacts at agencies, organizations, and programs internal and external to MLFTC.
Working Environment	<ul style="list-style-type: none"> • The Office of Data Strategy is located at ASU's West campus in Glendale, Arizona, but MLTC welcomes remote applicants from anywhere in the United States. • 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>Flexible work options</p> <ul style="list-style-type: none"> • Alternative work schedules can include four, 10-hour workdays in a workweek; a nine-day, 80-hour schedule over two workweeks for exempt employees only; and staggered start and stop times. • Hybrid work is an arrangement where employees spend a minimum of 60% of their regular workweek at their primary ASU work location. Dean or vice president-level approval is required. • Full remote work is an arrangement where the employee spends every workday at a site other than a regularly assigned ASU work location. This arrangement should only be granted when the criteria in the flexible work arrangement policy are met. Executive vice president-level approval is required.
<p>Department Statement</p>	<p>ASU’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leader in teacher preparation, leadership development and scholarly research, Mary Lou Fulton Teachers College prepares over 7,600 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.</p> <p>Aligned with ASU’s commitment to justice, equity, diversity and inclusion, MLFTC is committed to advancing systemic equity in our curricula, programming and institutional relationships. The college’s core value of Principled Innovation connects individual decision making to the pursuit of systemic equity.</p>
<p>ASU Statement</p>	<p>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.</p> <p>ASU is a tobacco-free university. For details visit https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco</p> <p>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.</p> <p><u>Notice of Availability of the ASU Annual Security and Fire Safety Report</u></p>

	<p>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. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.</p> <p>Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit https://cfo.asu.edu/az-resources.</p>
<p>Employment Verification</p>	<p>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</p>
<p>Background Check Statement</p>	<p>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.</p>
<p>Instructions to Apply</p>	<p>Application deadline is 3:00PM Arizona time on the date indicated.</p> <p>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.</p> <p>Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.</p> <p>ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.</p> <p>Only electronic applications are accepted for this position. #80418BR</p>