# Research Analyst
*(Job Number: 94345BR)*

<table>
<thead>
<tr>
<th>Campus Location</th>
<th>Tempe or West campus</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>Salary</td>
<td>Depends on experience</td>
</tr>
<tr>
<td>Close Date</td>
<td>September 1, 2023</td>
</tr>
</tbody>
</table>

## Job Description
Are you a research analyst looking for a challenging and rewarding opportunity to help students thrive and improve others' lives through education? Are you comfortable working in a highly collaborative and cooperative team environment? If so, consider joining Mary Lou Fulton Teachers College's (MLFTC) Office of Data Strategy and Compliance (ODS&C) as its next research analyst.

Your talents will be used to work cross-functionally with data analysts, administration, and faculty, focusing on survey development and administration, data processing, and analysis. In addition, your knowledge and skills will integrate survey and administrative data from various ASU and MLFTC-related systems to produce ad hoc and comprehensive analyses and recommendations for program, division, and college-level decision-making.

Details regarding available flexible work options are provided in the Working Environment section.

## 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
- Demonstrate expertise in SQL programming. Alteryx, Tableau, Power BI or similar, common data reporting processing and reporting tools including data dashboard construction.
- Demonstrate knowledge of qualitative software coding, analysis, and programming (NVivo, HyperResearch, others)
- Demonstrated knowledge of Tableau or other data visualization software (e.g., Power BI)
- Evidence of effective interpersonal and written communication with a wide variety of audiences.
- Experience working with all levels of administration, faculty and staff to develop, administer, interpret, and present the details of a request for data, results, and recommendations.
- 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)
### Essential Duties

- Use effective communication skills to work collaboratively and cooperatively within the ODS&C team and with administration, faculty, IT technicians, students, and staff at the college and university.
- Uses research design principles, qualitative and quantitative, to provide comprehensive analyses aiding program, division, and college-level decision-making.
- Analyzes and summarizes data in various electronic formats; runs analyses using standard quality assurance procedures to better identify flaws, errors, inconsistencies, or gaps in the data produced.
- Performs content analysis on various sources, including survey comments, manuscripts, transcripts, and others.
- Prepares report briefs for a given project, as needed. Will work to deliver presentations, write articles, and technical reports using Microsoft Office programs, including PowerPoint.
- Works collaboratively with teams across the college to fulfill data archiving and management procedures for datasets collected.
- Coordinates, cleans, analyzes data, and generates reports and presentations.
- Fulfills data requests, identify appropriate data sources within the ASU systems, extracts data, and generates reports for critical decision-making.
- Prioritizes data acquisition for supported projects and general research needs to ensure timely data delivery.
- Develops a rapport and credibility with contacts at agencies or facilities relevant to activities.
- Prepares, produces and presents written reports that may include: study progress, data summaries, documented findings, literature reviews, bibliographies, or other study-related updates and/or evaluations.
- Assists with preparing data visualization and dashboards using Tableau, Power BI, or similar software.
- Will support university departments by providing information for operational and strategic plans, or accreditation/program reviews.

### 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

The Office of Data Strategy is located on ASU's Tempe and West campuses, but ASU is a diverse enterprise with a wide variety of work and learning modes, locations and a commitment to sustainability, innovation and employee work-life balance. We are determined to maintain our position as an employer of choice in a competitive labor market.
Flexible work options

- **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 flexible work arrangement policy criteria are met. Executive vice president-level approval is required.

**Department Statement**

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.

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.

**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](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.
**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).

<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>
</tbody>
</table>

**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.

Only electronic applications are accepted for this position. [https://cfo.asu.edu/applicant](https://cfo.asu.edu/applicant) #94345BR