

Research Analyst (Job Requisition ID: JR107997)

Department Statement	<p>ASU's Mary Lou Fulton College for Teaching and Learning Innovation 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 College for Teaching and Learning Innovation prepares over 8,000 educators annually. MLFC 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. MLFC mobilizes people through bachelor's, master's and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement. MLFC 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 charter, MLFC is committed to advancing inclusive excellence in our curricula, programming and institutional relationships.</p>
Time Type	Full-Time
Max Pay	\$72,900 per year
Job Description	<p>Salary range: \$48,600 – \$72,900 per year; DOE</p> <p>Are you a research analyst looking for a challenging and rewarding opportunity to help students thrive and improve lives through education? Are you comfortable working in a collaborative, mission-driven team environment? If so, consider joining the Office of Data Strategy at the Mary Lou Fulton College for Teaching and Learning Innovation (MLFC).</p> <p>The Office of Data Strategy supports institution-level research and reporting to guide the college's strategic decision-making and operational effectiveness. Our team manages cyclical reporting obligations for state and university compliance (e.g., Department of Education, grant reporting), and develops dashboards, tools, and processes that support leadership, planning, and continuous improvement across MLFC.</p> <p>In this role, you will collaborate with data analysts, administrators, and faculty to support survey development and administration, data processing, and analysis. You'll integrate survey and administrative data from various ASU and MLFC systems to support both recurring reporting cycles and custom analytical projects requested by stakeholders. Your work will inform decisions at the program, division, and college levels.</p> <p>This position offers the opportunity to contribute to a wide range of impactful projects that strengthen teaching, learning, and student success.</p>

Essential Duties	<p>Data Collection, Processing, and Analysis</p> <ul style="list-style-type: none"> • Design and implement qualitative and quantitative research methodologies to support institutional planning and decision-making. • Create survey questions and administer and monitor surveys in platforms like QuestionPro. • Analyze open-ended responses and other textual data using qualitative analysis software (e.g., NVivo or similar). • Extract, clean, and prepare data from ASU systems to fulfill recurring and ad hoc reporting needs using tools such as Excel, SQL, and Alteryx. • Conduct data validation and quality assurance checks to ensure accuracy, completeness, and reliability. • Document data sources, methodologies, and logic used in analysis to support replicability and transparency. <p>Data Reporting and Visualization</p> <ul style="list-style-type: none"> • Develop and maintain data dashboards and visualizations using Tableau, Power BI, or similar tools. • Summarize findings through reports, briefs, and presentations tailored to a variety of audiences. • Support stakeholders by providing data for operational planning, strategic initiatives, accreditation, and program reviews. <p>Collaboration and Communication</p> <ul style="list-style-type: none"> • Collaborate with faculty, staff, administrators, and IT professionals to understand data needs and deliver actionable insights. • Contribute to data documentation, archiving, and management practices across the college. • Present findings in meetings and support written communications and technical reports as needed. <p>Project Management</p> <ul style="list-style-type: none"> • Plan and manage research or reporting projects by defining goals, timelines, and deliverables in collaboration with stakeholders. • Independently manage time and priorities to meet deadlines across multiple concurrent projects. • Proactively identify obstacles, clarify expectations, and propose solutions to keep projects moving forward.
Desired Qualifications	<ul style="list-style-type: none"> • Advanced Excel skills, including pivot tables, Power Query, and data analysis functions. • Proficiency with SQL for querying, transforming, and validating data from relational databases. • Strong working knowledge of data visualization tools such as Tableau or Power BI. • Experience using data preparation tools such as Alteryx or similar platforms. • Demonstrated ability to design, administer, and analyze surveys. • Experience with qualitative data analysis software (e.g., NVivo, HyperResearch). • Strong interpersonal and written communication skills, with the ability to explain complex data to non-technical audiences. • Background in institutional research, accreditation, or program evaluation processes. • Familiarity with scripting or data analysis in R or Python is a plus.
Working Environment	<ul style="list-style-type: none"> • Activities are primarily performed in a regular, climate-controlled office setting subject to extended periods of sitting.

	<ul style="list-style-type: none"> Daily use of desktop computer; bending, stooping, reaching and lifting up to 20 pounds. <p>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.</p> <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.
Minimum Qualifications	Bachelor's degree and three (3) years of experience appropriate to the area of assignment/field; OR Any equivalent combination of experience and/or training from which comparable knowledge, skills and abilities have been achieved.
Location	Campus: West
Funding	This is not a grant funded position and is not contingent on future grant funding.
Posting End Date	July 2, 2025
Instructions to Apply	<p><i>Current Employees and Students should apply directly within Workday using the Jobs Hub. Use this link and log in using SSO:</i></p> <p>To be considered, your application must include all of the following attachments:</p> <ul style="list-style-type: none"> Cover letter Resume/CV <p>Note: Multiple documents can be submitted into the attachment box. Alternatively, merge all documents into one PDF for submission.</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. Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position. NOTE: GA and Intern positions are counted as .5 for job experience (ie. 1 year equals 6 months experience equivalency). Only electronic applications are accepted for this position.</p> <p>Need help finding the right job? We can recommend jobs specifically for you! Create a custom Job Alert by selecting criteria that suit your career interests.</p> <p>Apply before <u>midnight Arizona time</u> on the <u>day before the 'End Date'</u> shown on the top right of this job posting.</p>
ASU Statement	<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</p>

	<p>separate academic disciplines. ASU serves more than 100,000 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 receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other basis protected by law.</p> <p>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. 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>
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 upon successful passing of the background check.
Fingerprint Check Statement	This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.