



CALIFORNIA STATE UNIVERSITY, STANISLAUS

Phone (209) 667-3354 ♦ www.csustan.edu/HR

EMPLOYMENT OPPORTUNITY

POSITION: Research Analyst (classified as Research Technician II)

JOB #11/63

Full-time, temporary, grant-funded position available on or after January 3, 2012 and ending on, or before, September 30, 2012. Depending upon funding and job performance, possibility of reappointment beyond September 30, 2012. Funded by the Central Valley Hispanic Serving Institution Cooperative Science, Technology, Engineering and Mathematics (STEM) Articulation and Transfer Project, this position will reside in the Office of Institutional Research.

ESSENTIAL FUNCTIONS: Under the general supervision of the Director of the Office of Institutional Research, the Research Analyst has primary responsibility to support the data analytic or extraction and reporting needs of the STEM Articulation and Transfer Project. This position serves as the primary resource providing analytical support including coordination of data collection for various reporting tasks as required by the STEM project team. Duties include, but are not limited to:

- Work with the STEM project leadership (internal and external clients) to determine appropriate research and data analysis methodologies.
- Using SAS or SPSS, compile and analyze multiple data elements related to this project and interface and liaise as necessary with collaborative partner-analysts or team members.
- Create and maintain analytical datasets for student "pipeline" or prospect studies, applications and admissions tracking analysis, degrees conferred reporting, student retention and graduation rate analysis, and provide additional reports on key performance indicators of STEM project transfers to CSU Stanislaus.
- Create and maintain SAS or SPSS datasets as necessary, and/or update existing SAS/SPSS programs to compile and extract data. Query large databases such as PeopleSoft and review data extracted for completeness and accuracy, including development of additional programs to further clean and/or manipulate the data, and create reports.
- Support the development of assessment or feedback surveys as well as provide analysis of data.
- Work with cooperative partners to develop and/or formulate research questions, assist with web-based survey design and format, develop sampling procedures, gather and analyze data, and provide summary reports to the project team for performance management and/or dissemination as needed.
- Respond to ad hoc requests from the university community and external constituents. Work with internal clients to develop customized reports. Duties will include determining job scope, appropriate data elements, data analysis and preparing summary reports.
- Serve as Institutional Research liaison or representative for related STEM project committees or working group, including but not limited to the STEM Project research team and collaborative partners analysis committee. Perform other duties as assigned.

QUALIFICATIONS:

- Equivalent to graduation from a four-year college or university. Additional experience which has demonstrated that the applicant has acquired and successfully applied the knowledge and abilities delineated below may be substituted for the required education on a year-for-year basis.
- Two years of progressively responsible, full-time equivalent experience in technical research or statistical work in the collection, compilation, and analysis of institutional data. Master's degree preferred. Graduate study in the social sciences, economics, mathematics, public or business administration or engineering may be substituted for the required experience on a year-for-year basis.

SPECIALIZED SKILLS AND ABILITIES:

- Thorough knowledge of research techniques including the planning of studies and investigations, determining variables, developing bibliographical and other sources of data, and preparation of research reports. General knowledge of sources of information on social, economic, and population trends in California
- General knowledge of statistical principles and procedures, including methods of collecting statistical data, simple correlation methods, time series analyses, analysis of frequency series, sampling techniques and construction of index numbers. Ability to prepare questionnaires and other survey instruments
- Ability to gather, compile and analyze research data and to present data in tabular, graphic, and pictorial form.
- Ability to prepare and work clear and comprehensive reports; capacity for independent and creative thinking and writing on research and statistical problems.
- Ability to plan, organize and supervise the work of a small team. Ability to take initiative and follow through on tasks.
- Excellent organizational skills with the demonstrated ability to prioritize work assignments independently as well as work in a team setting to meet deadlines.
- Excellent problem-solving skills to effectively examine complex data/issues while maintaining discretion, confidentiality, sensitivity and professional judgment.
- Experience using SAS or SPSS (or its equivalent) research analysis software to create and/or extract information from databases in order to provide higher-level analytics for the project. Demonstrated competence in understanding, interpreting, and communicating statistical results and information to non-technical audiences.
- Thorough knowledge of web-based survey methodologies for survey design, administration, and data collection.
- Excellent interpersonal skills and customer-service oriented aptitude, with the demonstrated ability to work effectively in responding to questions or requests for service from diverse constituents. Excellent written communication, proofreading, and editing skills required to prepare detailed analyses and reports in a clear and concise manner.
- Demonstrated skill and ability to compile data, prepare reports, and communicate information utilizing a computer system and software, including electronic mail (Outlook), word processing (Word), spreadsheet (Excel), database (PeopleSoft/Banner preferred), and Internet.
- The successful candidate must be fingerprinted and successfully pass a background check, which may include checks of employment records, criminal records, civil records, and motor vehicle records.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in an analytical or social science field preferred; master's degree preferred.
- Experience using Brio Reports, PeopleSoft or other querying tools. Experience using specialized web-based survey software. Experience maintaining a website highly desirable.
- Experience using SAS or SPSS preferred. General knowledge of federal/local regulations concerning human subject surveys and IRB processes preferred.
- General knowledge of commonly used data elements and procedures for federal/state/regional reporting requirements to such entities as, the CSU Chancellor's Office, IPEDS National Center for Education Statistics, and Department of Education preferred.

SALARY RANGE: \$3,672 to \$5,509 per month plus excellent paid benefits. (*Position will normally be hired at, or near, the entry salary.*)

APPLICATION DEADLINE: Position is open until filled. Application screening will begin on or after January 3, 2012

APPLICATION PROCEDURE: Applications will be processed in accordance with Article 9.3 of the CSU/CSUEU Memorandum of Understanding. Preference will be given to qualified individuals currently employed at CSU Stanislaus in bargaining units 2, 5, 7, and 9 except when it is determined that it is necessary to appoint outside applicants to meet the best interest of the campus by obtaining specialized skills and abilities not available from current employees. **Qualified candidates should submit a completed CSUS employment application (download electronic application at http://www.csustan.edu/HR/Employment_Opportunities/Staff/index.html), a resume and letter of interest to:**

California State University, Stanislaus - Human Resources Department
Mary Stuart Rogers Educational Services Gateway Building, Suite 320 (3rd Floor)
One University Circle, Turlock, CA 95382 – Phone (209) 667-3354

Applicants requiring necessary accommodations to the application process may contact the Human Resources Department at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD.

THOSE INDIVIDUALS WHO APPEAR TO BE THE BEST QUALIFIED FOR THIS POSITION WILL BE CONTACTED BY TELEPHONE FOR AN INTERVIEW.

CSU STANISLAUS IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION TITLE IX/SECTION 503/504 EMPLOYER. QUALIFIED WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY. CSU STANISLAUS HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. CLERY ACT: IN COMPLIANCE WITH THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT, CRIME REPORT STATISTICS ARE AVAILABLE AT <http://www.csustan.edu/UPD/pages/CampusCrimeStatistics/index.html>

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