

EMPLOYMENT OPPORTUNITY

POSITION: RESEARCH ANALYST

JOB #16/34

(Classified as Research Technician II)

Full-time, temporary position available on or after December 1, 2016 and ending on or before November 30, 2017 for STEM Success (a grant from the U.S. Department of Education)/ Institutional Research. Possibility of reappointment based on budget, department needs, and job performance.

ESSENTIAL DUTIES: Under the general supervision of the Project Director and the day-to-day supervision of the Director of Institutional Research, the Research Analyst position has primary responsibility to support the data analytic or extraction and reporting needs of the STEM Grant. This position serves as the primary resource that provides analytical support, including coordination of data collection for various reporting tasks as may be required by the STEM project team. Duties include but are not limited to:

- Working with the STEM project leadership to determine appropriate research and data analysis methodologies. Compile and analyze multiple data elements related to the grant project and will interface and liaise as necessary with project personnel. The research analyst will 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 Stanislaus State.
- Create and maintain datasets as necessary, and/or update existing programs to compile and extract data. These duties will include querying 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. This will necessarily include working with diverse stakeholders 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. Will maintain relationships with staff in the Office of Institutional Research, the Office of Information Technology, and Enrollment Services, and serve on other related committees as needed. Other duties as assigned.

MINIMUM QUALIFICATIONS:

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

PREFERRED QUALIFICATIONS:

- Bachelor's degree in an analytical or social science field preferred; master's degree preferred.
- Experience using PeopleSoft or other querying tools
- Experience using specialized web-based survey software preferred.
- Experience maintaining a website highly desirable.
- 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.
- Experience using SAS or SPSS preferred.

SPECIALIZED KNOWLEDGE, 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 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.
- General knowledge of sources of information on social, economic, and population trends in California.
- 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.
- Have a 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.

SALARY RANGE: \$3,721 - \$6,041 per month plus excellent paid benefits. The California State University offers a premium benefit package that includes, but is not limited to, outstanding vacation, health, dental, and vision plans; a fee waiver education program; membership in the California Public Employees Retirement System (PERS); and 14 paid holidays a year.

APPLICATION DEADLINE: OPEN UNTIL FILLED; APPLICATION SCREENING WILL BEGIN NOVEMBER 21, 2016. (Applications received after the screening date will be considered at the discretion of the university.)

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. To be considered, qualified candidates must submit a completed CSUS employment application (download electronic application at http://www.csustan.edu/hr/employment_opportunities/staff/index.html), **cover letter**, and **resumé** 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
For questions, please contact: Ms. Veronica Parra (209) 667-3929

A background check (which includes checks of employment records, education records, criminal records, civil records; and may include motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

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. As a federal contractor, we are committed to attracting a diverse applicant pool. Please consider completing the Voluntary Self-Identification of Disability form (your response will not be shared with the search committee) at: http://www.dol.gov/ofccp/regs/compliance/sec503/Voluntary_Self-Identification_of_Disability_CC-305_SD_Edit1.24.14.pdf.

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

Phone (209) 667-3351 ♦ www.csustan.edu/HR



THE ANNUAL CAMPUS SECURITY AND FIRE REPORT INCLUDES STATISTICS FOR THE PREVIOUS THREE YEARS CONCERNING REPORTED CRIMES THAT OCCURRED ON CAMPUS; IN CERTAIN OFF-CAMPUS BUILDINGS OR PROPERTY OWNED OR CONTROLLED BY STANISLAUS STATE; AND ON PUBLIC PROPERTY WITHIN, OR IMMEDIATELY ADJACENT TO AND ACCESSIBLE FROM THE CAMPUS. THE REPORT ALSO INCLUDES INSTITUTIONAL POLICIES CONCERNING CAMPUS SECURITY, SUCH AS ALCOHOL AND DRUG USE, CRIME PREVENTION, THE REPORTING OF CRIMES, SEXUAL ASSAULT AND, CAMPUS FIRE STATISTICS. YOU CAN OBTAIN A COPY OF THIS REPORT AT: [HTTPS://WWW.CSUSTAN.EDU/UPD/CRIME-STATISTICS](https://www.csustan.edu/upd/crime-statistics). TO REQUEST A PRINTED COPY CALL: (209) 667-3572; FAX: (209) 667-3104; OR EMAIL: PUBLIC_SAFETY@CSUSTAN.EDU. INFORMATION REGARDING CAMPUS SECURITY REPORTS AT OTHER LOCATIONS CAN BE FOUND AT: [HTTP://OPE.ED.GOV/SECURITY/](http://ope.ed.gov/security/). CLERY ACT: IN COMPLIANCE WITH THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT, CRIME REPORT STATISTICS ARE AVAILABLE AT: [WWW.CSUSTAN.EDU/UPD/PAGES/CAMPUSCRIMESTATISTICS/INDEX.HTML](http://www.csustan.edu/upd/pages/campuscrimestatistics/index.html).

THE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST PERSONS ON THE BASIS OF RACE, RELIGION, COLOR, ANCESTRY, AGE, DISABILITY, GENETIC INFORMATION, GENDER, GENDER IDENTITY, GENDER EXPRESSION, MARITAL STATUS, MEDICAL CONDITION, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, COVERED VETERAN STATUS, OR ANY OTHER PROTECTED STATUS. ALL QUALIFIED INDIVIDUALS ARE ENCOURAGED TO APPLY. CSU STANISLAUS HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THE PERSON HOLDING THIS POSITION IS CONSIDERED A 'MANDATED REPORTER' UNDER THE CALIFORNIA CHILD ABUSE AND NEGLECT REPORTING ACT AND IS REQUIRED TO COMPLY WITH THE REQUIREMENTS SET FORTH IN CSU EXECUTIVE ORDER 1083 AS A CONDITION OF EMPLOYMENT.

INFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE

11/7/16