



MINNESOTA STATE

Human Resources

Your HR team for the system office

Job Class: MnSCU Academic Professional 5 - 20180904 Working Title: Research Associate

Who May Apply: Open to all qualified job seekers

Date Posted: 09/4/2018

Closing Date: 09/25/2018

Hiring Agency/Seniority Unit: Minnesota State - System Office/MAPE

Division/Unit: Academic and Student Affairs/Student Affairs

Appointment Type: Limited/Full-Time

Work Shift/Work Hours: Day Shift

Days of Work: M-F

Travel Required: Yes, occasionally

Salary Range: \$29.18 - \$43.28/\$60,928 - \$90,369 annually

Bargaining Unit/Union: 214/MAPE

Location: St. Paul

Connect 700 Program Eligible: No

Job Summary:

This is a limited position and will last until up to June 30, 2019

This position will be responsible for (1) Providing leadership in the planning and development of accountability and performance measures to guide data-driven decisions and improvement efforts; (2) Leading the implementation and management of systems and tools for performance indicators; (3) Designing and implementing complex queries and analyses for reporting to the Minnesota State Board of Trustees, college and university presidents, system leadership, the state legislature and other regulatory bodies; (4) Serve as the system office subject matter expert to assist campus and system staff in the use of performance metric tools and student data systems.

Minimum Qualifications:

Resume must reflect all minimum qualifications. Please enter your experience in chronological order, including the month and year of employment.

- Master's Degree



- Seven (7) years of experience demonstrating the ability to conduct highly technical, sophisticated and complex research and analysis applicable to higher education.
- Expertise in the design and preparation of data analyses working with large and/or complex relational data sets.
- Knowledge of quantitative methodologies applicable to postsecondary education.
- Familiarity and understanding of data privacy and data practices requirements such as the Minnesota Data Practices Act and the federal Family Educational Rights and Privacy Act (FERPA).
- Ability to clearly communicate information, orally and in writing, to lay persons and professionals.
- Knowledge of behavioral research techniques relevant to the conduct of educational research and analysis.
- Experience with and demonstrated ability to work independently.
- Advanced skills and expertise in using tools and software needed to perform complex quantitative analyses (e.g., databases, statistical packages, complex spreadsheet functions such as pivot tables, and business intelligence software)

Preferred Qualifications:

- Advanced Degree in Social Sciences, Educational Policy or a related field.
- Ten (10) years of experience demonstrating the ability to conduct highly technical sophisticated and complex research and analysis.

Additional Requirements

In accordance with the Minnesota State Colleges & Universities (Minnesota State) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to Minnesota State's Vehicle use criteria and consent to Motor Vehicle Records check.

Other Information:

Employment information for this position can be found in its collective bargaining agreement or its plan document at <http://mn.gov/employee-relations/labor-Relations/Labor>.

Why Work for Us

At Minnesota State we promote the ability for our employees to move within the Minnesota State system of Colleges and Universities, located throughout the State of MN. To learn more, please visit: [Work at Minnesota State!](#)

At Minnesota State, we have a GREAT BENEFITS PACKAGE! Our generous benefits include 11 paid Holidays, Vacation Time, Sick Time, six weeks of Paid Parental Leave, low cost medical and dental insurance with low deductibles, a Pension Plan, 457(b) and 403(b)

retirement plans and other retirement investment options, pre-tax medical and dental expense (with roll-over option) and dependent care accounts, employer paid life insurance, short and long term disability, as well as professional development and a tuition waiver program for employees and their dependents, etc. We promote the health and well-being of our employees and take work/life balance seriously.

How to Apply

- Please go NeoGov at <http://agency.governmentjobs.com/mnscuoochr/default.cfm>
- All application materials must be received by the Human Resources Department by 11:59pm on the date the position closes.
- We require a cover letter and resume/CV for all job postings. To attach a document;
 - click on Job Application
 - Scroll down to attachments; click on "Add Attachment (s)".
 - In "File Description" give the document name.
 - Select the "Attachment type" from the drop down menu.
 - Next to "File" click on Browse and double left click on the document you wish to attach.
 - Click on Upload. There is a file size limit on each individual attachment

Important Notice to applicants who previously applied to System Office or another higher education institution or government agency through Government Jobs.com/NEOGOV; If you included attachments to your previous application, the software may not recognize that you have attached the required documents, and may not allow you to submit your application to our posting. To remedy this;

- In the first section of your application (Job Application) scroll down to Attachments;
- Locate the desired attachment and click on Edit;
- Select the Attachment type from the drop down menu, Click save.
- Do the same for the other attachments.

Contact

If you have questions about the position, contact Jessica White at jessica.white@minnstate.edu or 651/201-1845.

Equal Employment Opportunity

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email careers@state.mn.us. Please indicate what assistance is needed.