Job Class: MnSCU Academic Professional 6 – Job Posting JR 0000001233
Working Title: Senior Research Associate

Who May Apply: Open to all qualified job seekers

Date Posted: 12/09/2024

Closing Date: 1/06/2025

Hiring Agency/Seniority Unit: Minnesota State - System Office

Division/Unit: Academic and Student Affairs

Appointment Type: Unlimited, Full-time

Work Shift/Work Hours: Day Shift

Days of Work: Monday – Friday, 8:00am – 4:30pm

Travel Required: No

Salary Range: $39.34/hr. - $58.47/hr. ($82,142 - $122,085/annually)

Classified Status: Unclassified

Bargaining Unit/Union: 214: Minnesota Association of Professional Employees

FLSA Status: Exempt

[Connect 700 Program Eligible](): No

Job Summary

Telework availability and negotiated at the time of hire.

This position is responsible for leading and providing System Institutional Research support for federal, state and other reporting on financial aid and graduate cumulative debt, including supporting state or legislative reporting related to specific financial aid programs and supporting system participation in the National Postsecondary Student Aid Study (NPSAS). This position will also be the subject matter expert for campuses in fulfilling the HEOA requirement to post a Net Price Calculator (NPC), updating templates and providing annual data files to use in the maintenance of the NPC. This position will lead and provide System Institutional Research support for federal, state and other reporting on Post-Secondary Enrollment Option (PSEO)/concurrent student enrollment and activity, and veterans' enrollment. This position will also be responsible for an annual Affordability Analysis on behalf of system colleges and universities, as well as other analyses as assigned.

The position will provide analytical expertise to System Office staff, Academic and Student Affairs (ASA) leadership, and campus personnel and will serve as the Minnesota State expert on metrics of financial aid and graduate debt. As such, they will provide definitive expertise for these content areas to all information technology, data governance and enterprise reporting efforts that use these metrics, data or definitions.

Minimum Qualifications

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

- Bachelor's degree
- Seven (7) years of experience demonstrating the ability to lead and conduct sophisticated and highly complex research and analysis from project design to report construction
- Demonstrated expertise in querying data from large and complex relational data sets (e.g., using tools such as TOAD, SQL queries, Microsoft Access, etc.) and maintenance of data resources
- Demonstrated experience and expertise in designing data validation that addresses impacts of the timing of data abstraction, operational definitions and appropriate data sourcing
- Familiarity with federal and state data privacy and data practices requirements, i.e. Family Education Rights and Privacy Act (FERPA) and the Minnesota Government Data Privacy Act (MGDPA).
- Ability to clearly communicate information, orally and in writing, to lay persons and professionals and able to work effectively with leadership at all levels throughout the organization
- Demonstrated ability to work independently and in teams

Preferred Qualifications

- Master's degree
- Knowledge of or prior experience with reporting and analysis on the subject matter areas this position will be responsible for (financial aid, cumulative graduate debt, dual enrollment [PSEO/concurrent enrollment], veterans)
- Experience with statistical software such as SPSS or SAS, or visualization/reporting software such as Tableau or PowerBI
- Experience with a spreadsheet program such as Excel or similar software to organize, analyze, and manipulate data in tabular form
- Experience in institutional research at the institution level or in working with teams from multiple functional areas in postsecondary education to perform research or evaluation
- Experience with the data system used by Minnesota State's colleges and universities

Additional Requirements

Please provide a copy of a recent persuasive written work product (e.g., an arbitration brief, legal memo, brief for another type of third-party contested-case hearing, grievance response, etc.) that you have authored and that you believe exemplifies your professional writing and analytical skills.

The successful candidate must submit to a background investigation prior to employment.

The background check may consist of the following components:
- SEMA4 Records Check (applies to current and past employees only)
- Employment Reference Check
- Social Security and Address Verification
- Education Verification

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 https://www.minnstate.edu/system/working/relations.html

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 our web page: Working 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 rollover 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

External Applicants:

Applicants not currently employed by Minnesota State can access the job posting and apply through: https://minnstate.wd1.myworkdayjobs.com/Minnesota_State_Careers/job/St-Paul/MnSCU-Academic-Professional-6---Senior-Research-Associate_JR0000001233

Internal Applicants: All current Minnesota State employees will need to log in to Workday to apply for this position. Employee should search for "**Browse Jobs – Employee**" in Workday via the search bar at the top to view the opening.

Contact

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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 mailto:careers@state.mn.us. Please indicate what assistance is needed.

Minnesota State is an affirmative action, equal opportunity employer, and educator.