



# ARIZONA STATE UNIVERSITY

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## Management Research Analyst, University Office of Evaluation and Educational Effectiveness

The University Office of Evaluation and Educational Effectiveness at Arizona State University is a research and service facility which focuses on assessing and improving the effectiveness of the university's academic programs and conducting studies to support administrative decision making and planning. We are looking for a Management Research Analyst to join our team.

### Duties and Responsibilities:

- Participates as a member of a program evaluation team that conducts grant-sponsored program evaluation projects.
- May develop evaluation proposal documents, including bio-narratives, measurable objectives, program evaluation design specifications, and budgets.
- Manages all aspects of the evaluation process, including setting tasks, scheduling, and coordinating with team members.
- Communicates effectively orally and in writing.
- Liaises with internal and external constituents to plan and manage evaluation projects.
- Prepares and submits studies for Institutional Review Board review.
- Selects, develops, and/or recommends appropriate evaluation design methodologies, data collection protocols, and data analyses.
- Synthesizes quantitative and qualitative data from various sources (e.g., interviews, portfolios, surveys, document review).
- Cleans and manages longitudinal data.
- Designs figures and tables to display evaluation findings in reports and presentations.
- Manages and conducts data collection including surveys, interviews, focus groups, observations, etc.
- Analyzes and interprets quantitative and qualitative data using appropriate protocols, methods, and computer software.
- Ensures compatibility of data from various sources (e.g., multiple surveys) and merges data from multiple files.
- Writes reports for various audiences summarizing results and making recommendations for program improvement.
- Utilizes various computer programs and software to perform data computation and analyses (e.g., SPSS, Dedoose, Excel).
- Tracks time by evaluation project.
- Prepares and delivers presentations to various audiences.
- Facilitates workshops on program evaluation, outcomes assessment, etc.
- May monitor expenditures ensuring adherence to program objectives.
- Maintains detailed records of research activities, analyses, and outcomes.

- Uses computers and computer software (e.g., Outlook, Dropbox, Access, PowerPoint, and Word).
- Responsible for keeping personal training records updated (e.g., FERPA, CITI certification, etc.)

Days and Schedule: Monday - Friday 8:00am - 5:00 pm, flexible schedule. Occasional evening or weekend hours may be required.

Under administrative direction, manages research development, implementation, process, and reporting. Office environment and off-site locations. Prolonged periods of sitting and using a computer.

Travel to all four ASU campuses and some off-site locations (e.g., K-12 schools) will be required (all travel time, personal vehicle mileage, and parking will be reimbursed). Reliable personal transportation is a requirement for the position.

Minimum Qualifications:

Bachelor's degree in a related field AND three years of experience in research, information analysis or program evaluation; OR, Master's degree in a related field AND one year of experience in research, information analysis or program evaluation; OR, Any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

Desired Qualifications:

- Master's degree in a related field AND two years of experience in research or program evaluation OR Earned doctorate in related field (e.g., social science, education) with research and evaluation emphasis preferred.
- Experience with multiple phases of the social science research process (e.g., survey and protocol design, qualitative and quantitative data collection, data management, data processing, and data analyses (e.g., Chi Square).
- Demonstrated evidence of computer skills, such as spreadsheets (e.g., Excel), databases (e.g., Access, ASU Data Warehouse), and data analysis (e.g., SPSS, R).
- Evidence of excellent research writing, reporting, and presentation skills.
- Evidence of excellent verbal communication skills.
- Ability to manage multiple tasks, timelines, and responsibilities.
- Demonstrated experience working successfully in collaborative research teams.
- Current CITI training needed.

For additional information and to apply, please visit <https://cfo.asu.edu/hr-applicant> and search for Job ID#: 40606BR The closing date for applications is April 18, 2018 at 3:00 pm Arizona time.

**Anticipated start date on July 2, 2018.**