



Career Opportunity

RE-POSTED 8/4/06

RESEARCH ANALYST (Research Technician II)

INSTITUTIONAL RESEARCH, PLANNING & ASSESSMENT, ACADEMIC AFFAIRS

(Full-time, probationary, 12-month)

Vacancy # 5697

Salary: \$3,401 - \$5,102 per month

Note: Multiple positions may be filled from this recruitment

General Assignment:

These positions report to the Director of Institutional Research, Assessment and Planning. Under general supervision, the incumbent will collect, compile, analyze and report data on students, instructional offerings, personnel and any other aspects of the university or the external environment as requested. Responsibilities include developing and maintaining databases; extracting and manipulating data; creating reports; filling ad-hoc data requests and reporting requirements; designing and conducting research studies; preparing interpretive analyses and presenting findings in narrative, graphic and oral forms; and effectively interacting with the university community and external constituencies in carrying out these responsibilities. A strong customer service orientation is essential, as is the ability to work both independently and as part of a team, meet deadlines and accurately handle details.

Required Education, Knowledge, Skills and Abilities:

- 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 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.)
- Experience developing and maintaining databases
- Proficiency using standard desktop computer applications, including word processing, spreadsheet, and presentation software
- Demonstrated knowledge of research design, statistical procedures and analysis
- Demonstrated effective written and oral communication skills
- Ability to:
 - be organized and detail-oriented
 - analyze situations accurately and develop effective course of action
 - prepare reports and oral presentations that communicate analyses and research findings to internal and external audiences in a manner that is clear, concise and appropriate to the audience
 - conduct quantitative and qualitative research, including design, data collection, analysis and reporting.
 - build, document, maintain and query databases in support of institutional research, assessment and planning
 - adhere to Federal, State, and University policies regarding access to, use of, and release of confidential information and data security.

(Continued on other side)

- work effectively with staff, faculty, and students from diverse ethnic, cultural, and socio-economic backgrounds
- A history of regular attendance and positive performance evaluations

Specialized Experience and Skills Preferred:

- Master's degree including course work in statistics and research methods and one year of research or technical experience, or a Bachelor's degree and two years of experience designing and conducting research
- Proficiency with statistical packages such as SPSS or SAS, SPSS
- Experience with PeopleSoft, Microsoft Access and SQL Server databases
- Experience with student learning outcomes assessment is strongly preferred

Filing Deadline: Open until filled.

For full consideration, your application should be received by August 18, 2006. Applications received after this date will be viewed on an "as-needed" basis.

Application Requirements:

A University [Application for Staff Positions Form](#), a resume, and a list of three professional references, including telephone numbers, are required. A cover letter that addresses your qualifications for the position is recommended. **Full consideration will not be given to applicants who fail to complete all application requirements.**

Apply:

California State University, Fresno
 Employment and Benefit Services
 Joyal Administration Building, Room 164
 5150 North Maple Avenue, JA71
 Fresno, California 93740-8026
 Telephone: (559) 278-2032
 FAX: (559) 278-4275

All forms are available on-line at www.csufresno.edu/humres

Notes:

It is the policy of the California State University to fill vacant positions represented by the California State University Employees' Union (CSUEU) with qualified applicants currently employed by the campus. Other applicants may be selected when it is necessary to meet the best interest of the campus by obtaining specialized skills and abilities not available from campus applicants.

In order to more effectively meet the needs of our applicants, a recruitment status report has been created. This report is updated periodically and posted on our website at <http://www.csufresno.edu/humres/Web.Stat.Rpt/WebStatus.pdf>. This report lists all open recruitments, and recruitments that have been filled, cancelled, or closed within the last 30 days. This report will replace the distribution of notification letters to applicants when recruitments are completed. If web access is unavailable, applicants may also check the status of any specific position by contacting our office at (559) 278-2032.

Necessary background investigations will be completed depending on the requirements of the position. Those could include, but are not limited to, processing of fingerprints through the Department of Justice and degree and license verification. A conditional offer may be made based on the results of these verifications.

California State University, Fresno is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age (over 40), color, religion, national origin, sexual orientation, marital status or disability or covered veterans status. The University actively seeks and encourages applications from members of all segments of society. The California State University is committed to providing equal opportunities to men and women CSU students in all campus programs, including intercollegiate athletics.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, crime report statistics are available at <http://www.csufresno.edu/police/report.htm>.

Call the Fresno State Jobline (559) 278-2360 or go to <http://www.csufresno.edu/humres/> to receive a current listing of all available state staff employment opportunities.