

# California State University, Fresno Foundation

## STUDENT SUCCESS RESEARCH ANALYST – START PROJECT

### **JOB ANNOUNCEMENT #25-688**

<b>POSITION SUMMARY:</b>	<p><b>Full-time, benefited position with the Strengthening Advising Strengthening Results (START) Project through the California State University, Fresno Foundation.</b> Under the general direction of the Associate Vice President of the Office of Institutional Effectiveness (OIE) and START Project Director, the Student Success Research Analyst is responsible for providing a broad range of RT1 level of support for data needs of the Independent Evaluators as requested and to improve capacity of OIE, e.g., develop dashboards with coordinated data for the START Project award. The Research Analyst will be housed in the Office of Institutional Effectiveness (OIE).</p> <p>The incumbent will extract, compile, analyze, and report data on students, instructional offerings, personnel, and other aspects of the university and its external environment as requested. Responsibilities include maintaining and querying large-scale relational databases; troubleshooting and manipulating data; creating reports; filling ad-hoc data requests and reports; designing and conducting analytical, research and evaluation studies with interpretive analyses; presenting findings in narrative and graphic forms; and effectively interacting with the university community and external constituencies in carrying out these responsibilities. This position will also need to plan and coordinate various meetings between organizations. The ability to think in a logical, sequential manner is critical for this position and may be demonstrated through experience such as computer programming, i.e., writing codes, scripts, or syntax. A strong customer service orientation is essential, as is the ability to work both independently and in a team. A strong sense of responsibility in meeting deadlines and accurately handling details is required.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<ul style="list-style-type: none"> <li>• Project Director and Student Success Research Analyst hold regular meetings with START Advisors.</li> <li>• Inform all project personnel on data collection in relation to the project.</li> <li>• Institutional research office creates alternate dashboards for START advisors and works with Bulldog Connect, the central data management system (an EAB navigation platform branded for CSU campuses) to create 'add-ins' for START advisors and link to Institutional Research (IR) dashboards.</li> <li>• Construct alternate "Service Usage" and "Advising Center" dashboards for START advisors that capture data needed to be fully responsive to students and outcomes (e.g., completing benchmarks, progress toward timely College Degree Completion).</li> <li>• Develop a thorough understanding of data elements in the university's transactional data system and OIE's data warehouse, including the research and analysis purposes for which they can be used.</li> <li>• Extract, compile, and analyze data from these systems using database query and reporting tools.</li> <li>• Build, document, maintain, and query databases supporting institutional research, assessment, and planning.</li> <li>• Assist with and independently document data definitions and procedures and develop appropriate handbooks or manuals that contribute to a shared understanding of available data.</li> <li>• Respond to internal and external data requests and fulfill external and grant reporting requirements as assigned.</li> <li>• Conduct quantitative and qualitative research, including design, data collection, analysis and reporting.</li> <li>• 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.</li> <li>• Must be able to work on multiple projects concurrently.</li> <li>• Participate in professional development activities.</li> <li>• Actively participate in staff meetings and office planning.</li> <li>• Plan and coordinate various meetings between organizations.</li> <li>• Maintain awareness of university issues, planning goals and initiatives, and relevant national and local issues in order to support and contribute to OIE's mission.</li> <li>• Adhere to Federal, State, and University policies regarding access to, use of, and release of confidential information and data security.</li> <li>• Perform related duties as required.</li> </ul>

<b>POSITION REQUIREMENTS:</b>	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <p><b>Required</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree and two years of qualitative and/or quantitative research experience or computer programming and database development and maintenance.</li> <li>• Demonstrated knowledge of basic research designs, statistical procedures (e.g., descriptive, t-tests, and chi-square), and analysis.</li> <li>• Proficiency in using standard desktop computer applications, including word processing, spreadsheets, and presentation software (Microsoft Office preferred).</li> <li>• Proficiency with statistical packages such as SPSS or SAS. (SPSS is used in this office and experience with this tool will be given preference.)</li> <li>• Experience developing databases or datasets.</li> <li>• Must be organized and detail-oriented.</li> <li>• Effective written and oral communication skills.</li> <li>• Strong interpersonal skills.</li> <li>• Ability to analyze situations accurately and develop an effective course of action</li> </ul> <p><b>Preferred</b></p> <ul style="list-style-type: none"> <li>• Preferred Master's degree includes coursework in statistics and research methods and one year of research or technical experience.</li> <li>• Experience with databases using Microsoft Access or SQL.</li> <li>• Experience with student learning outcomes or educational program evaluation.</li> <li>• Experience using and developing Tableau dashboards.</li> <li>• Knowledge of scripting languages such as R or Python.</li> <li>• Knowledge of intermediate research designs (such as quasi-experimental) and statistical procedures (e.g., multivariate ANOVA, logistic regression).</li> <li>• Knowledge of California State University's Enrollment Reporting System (ERS).</li> <li>• Experience supporting university faculty, staff, and administration.</li> <li>• Must pass a criminal background check and fingerprinting with the Department of Justice.</li> <li>• Must possess a valid Driver's License, have a reliable vehicle, a driving record acceptable to university insurance underwriters and proof of car insurance.</li> </ul>
<b>COMPENSATION:</b>	<b>\$4,467.75 per month (\$53,613.00 annually).</b> Benefits include health, dental, vision, life and 401(k), vacation, sick, and holiday pay.
<b>DEADLINE:</b>	Application review begins <b><u>April 24, 2025</u></b> ; open until filled.
<b>TO APPLY:</b>	<p>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html">https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html</a> for job announcement and application.</p> <p>E-mail completed application &amp; resume to: <a href="mailto:auxiliary-hr@mail.fresnostate.edu">auxiliary-hr@mail.fresnostate.edu</a></p>

## **RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

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Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

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