



Job Class: MnSCU Academic Professional 5 – SO094P
Working Title: Research Associate

Who May Apply: Open to all qualified job seekers
Date Posted: 8/4/22
Closing Date: 9/9/22
Hiring Agency/Seniority Unit: Minnesota State - System Office/MAPE
Division/Unit: ASA
Appointment Type: Unlimited, Full-time
Work Shift/Work Hours: Day Shift
Days of Work: M-F
Travel Required: Yes, occasionally
Salary Range: \$31.35 - \$46.49/hourly; \$65,459- \$97,701/annually
Classified Status: Unclassified
Bargaining Unit/Union: 214/MAPE
FLSA Status: Non-Exempt
Location: St. Paul
[Connect 700 Program Eligible:](#) No

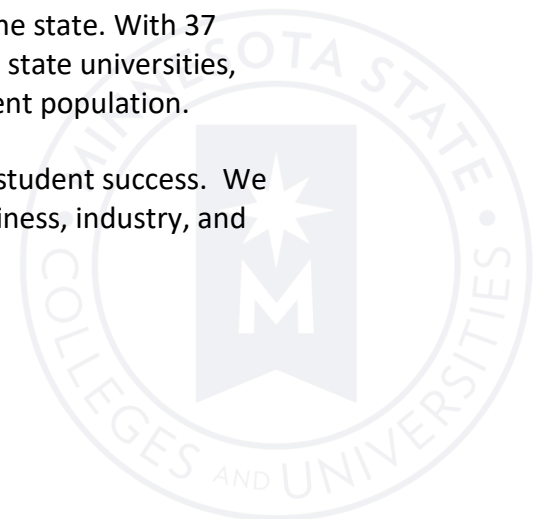
Job Summary:

This position will be responsible for supporting the data and analytical components of grant-funded and other externally-supported projects within the Research Unit, including the federal Strengthening Career and Technical Education for the 21st Century Act (Perkins V grant). Reporting topics may include enrollment, student characteristics, awards conferred, transfer, retention, adult learners, course offerings and success, etc.

About Minnesota State

Minnesota State is the largest single provider of higher education in the state. With 37 institutions, including 30 community and technical colleges and seven state universities, Minnesota State serves 64 percent of the state's undergraduate student population.

We employ more than 15,900 dedicated faculty and staff focused on student success. We provide essential training and specialized certification options for business, industry, and professionals throughout Minnesota.



The work location is in the heart of downtown St. Paul, right in the skyway system. Benefits include excellent low cost and low deductible health and dental insurance, retirement package, tuition waiver at Minnesota State institutions (after three years of employment) and flexible working hours.

Minnesota State System Office is proud to be a Minnesota Yellow Ribbon agency.

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
- Five years of experience demonstrating the ability to conduct sophisticated and complex research and analysis.
- Experience working with large and complex relational data sets.
- Knowledge of quantitative methodologies applicable to postsecondary education.
- Familiarity with and understanding of data privacy and data practices requirements.
- Ability to clearly communicate information, orally and in writing, to lay persons and professionals.
- Demonstrated skill in using database, spreadsheet and statistical software.
- The position requires an individual who is self-motivated and can work independently.
- The Research Associate must be able to make effective use of time to accomplish the assigned responsibilities.
- Demonstrated commitment and contributions to equity, diversity and inclusion in a higher education setting.

Minnesota State is unable to sponsor applicants for work visas. All applicants must be legally authorized to work in the US.

Preferred Qualifications:

- Seven or more years of experience demonstrating the ability to conduct sophisticated and complex research and analysis.
- Demonstrated experience working with postsecondary student data.
- Demonstrated understanding of Career and Technical Education

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 <https://mn.gov/mmb/employee-relations/labor-relations/labor/mape.jsp>

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 (\$37.74 per month single and \$257.50 per month family) and dental insurance with low deductibles (\$250 - \$1500), 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 PeopleAdmin at <https://mnsystem.peopleadmin.com/postings/1694>

If you have questions about the position, contact Shawna Tienter at Shawna.Tienter@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.