Job Class: MnSCU Academic Professional 6 – SO098P  
Working Title: Senior Research Associate

Who May Apply: Open to all qualified job seekers  
Date Posted: 9/23/22  
Closing Date: 11/04/22  
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: $35.69 - $53.03/hourly; $74,521-$110,727/annually  
Classified Status: Unclassified  
Bargaining Unit/Union: 214/MAPE  
FLSA Status: Non-Exempt  
Location: St. Paul  
Connect 700 Program Eligible: No

Job Summary:  
Telework is available and negotiated at the time of hire.

This position will be responsible for leading and providing ASA/Research Unit support for major system activities related to data architecture, analysis and statistical support for Federal and state reporting, including both IPEDS submissions and unit record submission to the Minnesota Office of Higher Education (OHE). Working closely with the Associate Director for Statutory Reporting, System Office functional area personnel and campus IR staff, this position will identify and assess potential sources of enterprise reporting data, maintain current code and processes and design new processes as needed, and produce accurate and durable reporting files that will fulfill identified aspects of IPEDS and OHE reporting. This activity will require a high level of expertise in the metrics for state (OHE etc.) and Federal (IPEDS) reporting, and how the internal Minnesota State operational definitions fit into those external definitions. Additionally, this individual will engage in data validation, troubleshooting of processes, and comprehensive documentation of both ETL (extract/transform/load) jobs and individual data fields as needed. This position will serve on multi-functional Minnesota State work groups and external work and advisory groups as assigned. As such, the individual in this role 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.
This position will also provide statistical and design support to multi-functional efforts for Minnesota State such as the Budget allocation model and as assigned for any uses of regression or predictive data; this role will require the ability to evaluate scales of measurement, competing models and select appropriate approaches based on data quality and adequacy. This position will design and execute appropriate sampling using a variety of techniques to include random and stratified sampling, in consultation with the Senior System Director and functional area personnel. This position will be critically involved in redesigning office ETL and reporting processes as the system moves from ISRS to NextGen, and will be tasked with consulting, advising, and documenting processes, and executing new processes where necessary.

About Minnesota State

Minnesota State is the largest single provider of higher education in the state. With 33 institutions, including 26 community and technical colleges and seven state universities, Minnesota State serves 64 percent of the state’s undergraduate student population. We employ more than 14,800 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.

- Postbaccalaureate degree, and three (3) years of experience demonstrating the ability to 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, Access, etc.)
- Demonstrated expertise in statistical software and procedures to include ETL, documentation, predictive modeling and sampling (e.g., using tools such as SPSS, R, SAS, etc.)
- 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. FERPA, HIPAA, and demonstrated understanding of factors influencing student enrollment and success
• Experience with higher education reporting metrics and systems such as IPEDS
• 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; demonstrated commitment to increasing equity, diversity and inclusion

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

**Preferred Qualifications:**

• Doctoral degree
• Seven (7) years of experience demonstrating the ability to conduct sophisticated and highly complex research and analysis from project design to report construction
• Experience with staging and uploading data such as that for IPEDS, OHE or similar, or use of the National Student Clearinghouse Student Tracker
• Experience and expertise in developing and implementing reporting techniques for institutional research, student success and/or enrollment management at the postsecondary level
• Experience with visualization/reporting software such as Tableau, SAS Visual Analytics or PowerBI
• Experience in institutional research at the campus level or in working with teams from multiple functional areas in postsecondary education to perform research or evaluation

**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](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!](https://www.mn.gov/mmb/employee-relations/labor-relations/labor/mape.jsp)
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/1709](https://mnsystem.peopleadmin.com/postings/1709)

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.