



**CONNECTICUT STATE COLLEGES & UNIVERSITIES
BOARD OF REGENTS FOR HIGHER EDUCATION
JOB OPPORTUNITY**

CSCU Senior Research Associate

Open To:	The Public
Location:	39 Woodland Street, Hartford, CT
Hours:	Full-Time, 40 hours/week
Compensation:	\$73,400 - \$95,400 hiring range/Manager 2 (<i>based on experience & training</i>)
Closing Date:	Open until filled

The Connecticut State College and University System (CSCU) is made up of 17 institutions and serves approximately 89,000 students. CSCU seeks a higher education institutional research professional, and invites candidates who have a comprehensive background in data-collection, data analysis, and research in higher education to apply for this challenging opportunity with the Connecticut State Colleges and Universities System Office.

Distinguishing Characteristics:

Located in Hartford, CT, this position reports directly to the Director of the Office of Research and System Effectiveness (ORSE) and is responsible for system-wide data collection, retention, analysis, and reporting. The Office operates in an environment that accesses the System's Institutional Research Data Base (IRDB) warehouse and source data from the Banner enterprise system.

Essential Duties and Major Accountabilities

1. The Senior Research Associate (SRA) supports the System's administrative functional units by providing customer-centric decision support systems and reports. The SRA provides technical, as well as functional, support to the end-user community.
2. Assists ORSE in maintaining and analyzing the data and systems necessary to make sound administrative and academic decisions related to CSCU.
3. Conducts data analysis to support various functions of the CSCU System.
4. Collaborates with other staff members to cross-train on required reports.
5. The SRA possesses a solid, demonstrable knowledge of standard university business processes, database architecture, and database reporting tools.
6. Accountable for the gathering, analyzing and interpreting information needed to assist the System's institution administrators in identifying strategic direction.
7. Develop and run standard cyclical reports from various College/University data sources for financial and academic purposes.
8. Develop reports which harvest and manipulate information from the Banner Enterprise System and Data Warehouses to facilitate various processes and activities and support mandatory federal and state reporting requirements.
9. Perform advanced data analysis to identify trends, produce summary reports and make projections.
10. Assists, as needed, other ORSE staff in updating and maintaining the IRDB warehouse.

11. Operates as a team member both at the system and institutional level.
12. Reviews, audits, and verifies accuracy of institutional data.

Minimum Qualifications

- Master's degree (Ph.D. preferred) in Statistics, Computer Science, Educational Research, Social Sciences, Economics, Mathematics, or a closely related field and at least two years' experience in higher education institutional research evidencing mastery of quantitative research techniques.
- Proficient in leveraging resources available in enterprise databases. Demonstrates proficiency in data extraction, database querying and report generation. Fluent in the Oracle dialect of Structured Query Language (SQL).
- Demonstrated knowledge of SAS or SPSS, Access/Excel, SQL, ARGOS and/or Tableau.
- Demonstrated experience producing data analytics and/or dashboards.
- Facility with Microsoft Office Suite (i.e., Excel, PowerPoint, etc.) and Banner required.
- Knowledge & ability in the collection, and analysis of data; complex research design, methods, and techniques; database development and information management systems; spreadsheet development and application of computerized and statistical systems.
- Demonstrated ability to multi-task as needed, consistently meet deadlines and manage time well.
- Demonstrated professional level of attention to detail and accuracy of work.
- Proven ability to interact effectively with collaborators and project partners to identify research opportunities and to evaluate the policy implications of findings.
- Demonstrated ability and desire to develop strong working relationships with institutional researchers for the CSCU institutions.
- Effective oral, written and presentation communication skills
- Exceptional interpersonal skills and experience interacting with senior leadership and developing written summaries and/or presentations.

Application Procedure

Applications must be submitted electronically to jobs@ct.edu. Please reference "Search # 17-012" on the subject line of all emails. Please submit the following two (2) attachments with your email:

(1) CSCU/BOR Employment Application (available at: <http://www.ct.edu/hr/employment>) **AND**

(2) Cover letter, resume, and contact information for three professional references in a single Word or PDF file.

Incomplete application packages may be discarded.

Refer to www.ct.edu for more information about the CSCU and our 17 institutions.

It is anticipated that the successful candidate's start date will be around mid-September 2016.

Notice of Nondiscrimination:

The Board of Regents for Higher Education does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, transgender status, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Leah Glende, Manager of Diversity and Inclusion, 61 Woodland Street, Hartford, CT 06105, (860)723-0727 or by email at glendel@ct.edu.

The Board of Regents for Higher Education is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.