ANTICIPATED JOB VACANCY
Statewide

Issue Date: October 19, 2018  Closing Date: November 14, 2018

Title: Research and Data Analyst  Range: TBD (unclassified)
Division of Finance, Research and Accountability

Reference #: OSHE-2018-003  Position #: TBD

No. of Vacancies: 1 (one)  Salary: $60,000 - $75,000

Location: Office of the Secretary of Higher Education, Trenton, NJ

DESCRIPTION

The New Jersey Office of the Secretary of Higher Education’s (OSHE) division of Finance, Research, and Accountability is responsible for collecting, compiling, and analyzing data on the state’s colleges and universities. The principal data collection tool is the New Jersey’s Student Unit Record (SURE) system. The research unit also supports institutions in the reporting of data to the national Integrated Postsecondary Education Data System (IPEDS). The information received from institutions is processed to create reports on all facets of their operations: student and faculty enrollment, retention, completion, finances, and other key facts. Analysis of this data is used in reports, as well as, made available to the higher education and wider communities. The data and analysis presented is done in collaboration with our institutional research colleagues at New Jersey’s colleges and universities.

The Research and Data Analyst for the OSHE will be responsible for supporting the Research unit in performing the day-to-day functions of receiving, reviewing and analyzing the student unit record files (SURE) submitted by institutions, as well as assisting in the completion of the federal IPEDS surveys. The incumbent will also assist in aiding the move of our current data system to a new platform.
**Major Priorities/Responsibilities:**

- Obtain data from appropriate internal and external sources and perform analysis of OSHE, HESAA, and other data sources as needed/available.
- Assist in the maintenance, storage and reporting from the OSHE SURE data system (SQL Server Database). Process individual and multiple SURE files submitted from institutions using this system and the error reports to assist in cleaning and loading final production quality data into the SURE system. Be the premier user of this system and assist in writing SSRS reports to provide the needed data out of the system.
- Assist with the compilation of statutory required reports and assist the Director in completing the IPEDS reports for SURE participating institutions in New Jersey.
- Assist in the coordination and administration of various constituent surveys using sound survey research methodology
- Assist the Director in completing internal and external data requests using SURE data and NJ Institutional data from IPEDS.
- Prepare results of analysis in formats appropriate for various audiences and occasions. Assist in writing research briefs on topics of interest to the Secretary and others in OSHE.
- Other duties, as assigned by the Secretary of Higher Education, Deputy Secretary, Assistant Secretary, and/or the Director of Research & Analysis.
- Support the state plan for higher education, with sound data.
- Ability to handle confidential records and sensitive documents with discretion.
- Capable of performing effectively in a fast-paced environment under strict and overlapping deadlines.
- Ability to master new and emerging technologies to the benefit of the agency.
- Uncompromising attention to accuracy and detail with the ability to work independently and effectively with all segments of the OSHE.
- Provide support to our internal state and federal grants, with program performance data.

**Qualifications:**

- Demonstrated interpersonal and communication skills necessary to establish and maintain effective working relationships with other agency staff and with research staff in other education agencies and at institutions of higher education.
- Candidate must possess significant problem solving skills with the ability to identify and analyze problems, as well as devise solutions. Problems are highly varied and complex, requiring new concepts and approaches.
- Excellent oral, written, and interpersonal communication skills; with evidence of a collaborative and cooperative work style.
- Ability to review and synthesize literature, conduct statistical analyses, interpret data, and identify trends.
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information.
- Proficiency in technology and the use of integrated information systems. Adept at query development, report writing, and presentation of findings. Knowledge of SQL is a plus.
- Proficiency in research-oriented software, such as statistical software (e.g. SPSS, SAS, and STATA).
- Familiarity with IPEDS.
REQUIREMENTS

- **Education:** A bachelor’s degree in the social sciences, mathematics, statistics, computer science, information management, or a related field with coursework in research methods and statistics. Master’s degree preferred.
- **Experience:** 2-4 years’ experience in institutional research or other related research environment required.

A complete application **must** include a cover letter addressing how your experience and skills meet the qualifications, resume, a 3-5 page analytic work sample, and a one page writing sample (may be an excerpt from a longer document/report/study).

**RESIDENCY:** In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new employees are required to obtain New Jersey Residency within one (1) year of employment.

**Interested applicants that meet the requirements listed above should send the request information to:**

humanresources@oshe.nj.gov
or
Office of the Secretary of Higher Education
Attn: Donna Fletcher-Lugo
Director, Executive Services
1 John Fitch Plaza, PO Box 542
Trenton, NJ 08625

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