



## Job Posting

Job Title	Senior Research Analyst
Job ID	18935
Location	St. Paul
Full/Part Time	Full-Time
Regular/Temporary	Unlimited

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Job Class: OHE Manager 2

Working Title: Senior Research Analyst

Who May Apply: Open to all qualified job seekers

Date Posted: 12/18/2017

Closing Date: ~~01/11/2018~~ extended to 01/18/2018

Hiring Agency/Seniority Unit: Office of Higher Education

Division/Unit: Research Division

Work Shift/Work Hours: Day Shift

Days of Work: Monday - Friday

Travel Required: Yes

Salary Range: \$28.16- \$38.96 /hourly; \$58,798 - \$81,348 /annually

Classified Status: Unclassified

Connect 700 Program Eligible: No

## Job Summary

To provide policy expertise, research, and leadership on issues, trends, and evidence-based best practices to strengthen Minnesota's workforce by increasing quality postsecondary attainment of certificates, diplomas and degrees.

1. Develop and implement a research agenda that informs the agency's leadership and stakeholders on issues, trends, and evidence-based best practices to strengthen Minnesota's workforce through postsecondary attainment and by improving postsecondary retention and

completion outcomes – resulting in sustainable employment, a healthy economy and a high quality of life for all Minnesotans.

2. OHE SLEDS Coordinator - Act as Agency's liaison and facilitate activities with the Minnesota's Statewide Longitudinal Education Data System (SLEDS).
3. Conduct research, analyze policies, and report on issues related to student health and safety, including, but not limited to, study abroad health and safety data reporting.

## Qualifications

### Minimum Qualifications:

#### COMPETENCIES AND QUALIFICATIONS

1. Master's degree in postsecondary education policy, public affairs, economics, or related field and five (5) years of professional experience working in student affairs, research, or administration capacity in a postsecondary environment.
2. Must possess a broad familiarity with research and statistics relevant to higher education policy.
3. Experience working in areas of education policy or programs for improving retention/persistence, progress, completion and attainment of students.
4. Experience working with large datasets and producing descriptive statistics
5. Demonstrated ability to successfully:
  - Design and produce analytic products and translational research
  - Communicate through writing and public speaking to laypersons and professionals
6. Understanding of the state legislative and regulatory processes and committee structures.
7. Ability to maintain the highest personal and professional levels of ethical conduct, confidentiality, and integrity.

### Experience with:

#### Research activities -

- Conduct complex research activities within defined deadlines; interpret research needs, requests, and questions.
- Design research studies and draw sound conclusions
- Competently use software programs such as SAS, SPSS, Excel, Access and other database query, survey development software.
- Utilize database and reporting tools such as SQL and Tableau.

#### Ensure an effective work environment

- Work independently as well as collaboratively with team members
- Demonstrate sensitivity to, and respect for a diverse population
- Successfully work with multidisciplinary and multi-skilled teams

- Represent the agency professionally and effectively with other professional organizations
- Deal with difficult questions in a variety of potentially sensitive settings.

Make broader connections to policy

- Be detail-oriented while sustaining a big picture focus
- Read, summarize and translate research findings to impact public policy

Communicate well

- Highly effective oral, written, and interpersonal communication skills. Make oral presentations representing OHE at professional conferences; communicate through writing and public speaking to laypersons and professionals in education and policy.
- Write research reports and policy briefs describing or explaining statistical information

Preferred Qualifications:

Ph.D. degree in postsecondary education policy, public affairs, economics, or related field and three (3) years of professional experience working in student affairs, research, or administration capacity in a postsecondary environment.

Additional Requirements

This position requires successful completion of the following:

- Pass a criminal background check
- Successfully complete interviews and related assessments
- Submitting a first-authored writing sample with your application or email it to [lynne.richard@state.mn.us](mailto:lynne.richard@state.mn.us) and put Job ID 18935 in the subject line

Application Details

Why Work For Us

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

How to Apply

Log into [www.mn.gov/careers](http://www.mn.gov/careers) to access the career site and search for Job ID 18935.

If you are unable to apply online, please contact the job information line at 651.259.3637.

For additional information about the application process, go to <http://www.mn.gov/careers>.

## Contact

If you have questions about the position, contact Lynne Richárd at [lynne.richard@state.mn.us](mailto:lynne.richard@state.mn.us) or 651.259.3941.

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## AN EQUAL OPPORTUNITY EMPLOYER

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email [careers@state.mn.us](mailto:careers@state.mn.us). Please indicate what assistance you need.