

Job Posting

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Job Details

Job Title Financial Aid Research Analyst (OHE Professional 1)	Job ID 24373
Location St. Paul	Full/Part Time Full-Time
Regular/Temporary Unlimited	Favorite Job ☆

Logo



Job Details

Job Class: OHE Professional 1

Working Title: Financial Aid Research Analyst

Who May Apply: Open to all qualified job seekers
Date Posted: 06/11/2018
Closing Date: 06/25/2018
Hiring Agency: Office of Higher Education
Division: Research
Work Shift/Work Hours: Day Shift
Days of Work: Monday - Friday
Travel Required: Yes (up to 25%)
Salary Range: \$24.17 - \$33.04 /hourly; \$50,467 - \$68,988 /annually
Classified Status: Unclassified
Connect 700 Program Eligible: No

Job Summary

Under limited supervision, to provide policy research and analytical support for financial aid programs and other agency activities that support student financial access and choice in Minnesota postsecondary education.

Duties such as:

1. Identify and analyze trends and conditions affecting student financing for postsecondary education so the agency can maintain leadership in addressing problems of financial access and choice.
2. Conduct research, analyze policies, and report on issues related to financial aid programs and applications.
3. Assist program managers and IT staff with data querying, testing, and validation of all OHE financial aid program data.
4. Assist other staff with legislatively mandated end of year and other statistical reports on financial aid programs.
5. Assist staff in data analysis or writing of legislatively mandated reports, annual reports, policy briefs, research reports, or web-based text and tables.
6. Assist staff with data collection, management, and analysis of administrative and publicly available data.
7. Maintain awareness and compliance with Federal Educational Rights and Privacy Act, Minnesota Government Data Practices Act, and other relevant laws.

Qualifications

Qualifications and Competencies:

MINIMUM - The combination of education and relevant experience should equal 3 years.

1. Undergraduate degree in field related to position
2. Familiarity with statistics
3. Familiarity with student financial aid
4. 1+ years of professional experience
Experience producing descriptive statistics or experience in financial aid administration
5. Demonstrated ability to manage projects and communicate effectively in oral presentations and writing.

PREFERRED:

1. Advanced degree in education, public affairs, economics, or related field.
2. At least 1+ years of professional experience working in financial aid or research related to financial aid.
3. Experience working in areas of education policy or programs related to financial aid, access, and affordability.
4. Experience working with large datasets and producing descriptive statistics
5. Demonstrated ability to successfully:
 1. Design and produce analytic products and translational research
 2. Communicate through writing and public speaking to laypersons and professionals

Knowledge Of:

- Education research methods, including design of projects and implementation of findings in a practical application
- Statistical analysis techniques, as well as, descriptive and inferential statistics
- Higher education legislation and policy at the federal and state levels
- Educational theories related to price sensitivity of enrollment, financial access and completion.
- Public finance and postsecondary education finance

Ability to:

- Do research
 - Understand complex research activities within defined deadlines; interpret research needs, requests, and questions.
 - 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

Additional Requirements

This position requires successful completion of the following:

- Pass a criminal background check
- Successfully complete interview and related assessments
- Submitting a first-authored writing sample with your application or email it to lynne.richard@state.mn.us with "Job ID 24373" 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

Click "Apply" at the bottom of this page. 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 Richard at lynne.richard@state.mn.us or 651.259.3941.

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. Please indicate what assistance you need.

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