



- Position Title:** NDUS Institutional Researcher – Special Projects
- Position#:** 00103227
Full-time, benefited, exempt (from FLSA overtime), banded position
- Salary:** **\$70,000+ per year (dependent on experience)** plus a competitive benefit package including a generous retirement plan and employer paid family health insurance
- Location:** Bismarck, ND
- Closing Date:** Applications received by 5:00 p.m. on June 12, 2017 will be given first consideration.
- Job Description:** The NDUS Institutional Researcher – Special Projects staff will act in the role of primary project lead and implementer for special projects for the ND Department of Public Instruction (NDDPI) contracted through the NDUS Institutional Research Office. This position applies expertise in educational assessment, data analysis and technology skills in order to implement statewide data collection and reporting as required by federal and/or state code. This position will leverage personal skills with staff from the North Dakota University System Institutional Research (NDUS IR), the North Dakota State Longitudinal Data Warehouse (NDSLDS), and the NDDPI offices. Secondly, the NDUS Institutional Researcher – Special Projects staff will assist on an as needed basis to support federal, State Board of Higher Education (SBHE), and NDUS system office projects and reporting.

Minimum Qualifications

- Bachelor's Degree.
- Minimum of three years experience with education assessment or data.
- High level of analytical and statistical expertise with experience interpreting complex data sets along with the knowledge to apply the appropriate systems to data methodologies.
- Experience with large-scale project implementation and/or management.
- Demonstrated ability to problem solve, think strategically and communicate complex messages to all levels of an organization.
- Ability to work independently, as well as excellent interpersonal skills with the ability to work as part of a team.

- Strong organizational skills, with the ability to prioritize and manage multiple projects and tasks with strong attention to detail and accuracy.
- Expertise in use of Microsoft Excel.
- Strong written and communication skills.
- Must be willing to travel in-state.

Preferred Qualifications

- Master's Degree
- Experience in K-12 assessment
- Experience utilizing data mining techniques
- Experience with SQL programming
- Experience with PowerSchool, STARS, NDSLDS

Duties and Responsibilities

- Serve as primary project manager for NDDPI special projects contracted through NDUS.
- Coordinate, plan, and implement special projects with teams from NDUS, NDDPI, and NDSLDS.
- Meet with NDUS/NDDPI staff to determine data requirements and assist in coordination of efforts to identify best methodologies for data collection, data quality insurance, and data fixes.
- Work to identify and implement improved methodologies for gathering and reporting NDUS and NDDPI data.
- Work collaboratively with the NDDPI and NDSLDS staff to create data collections, reports, and other media, and to validate and evaluate source data quality.
- Respond to internal and external requests for information as directed by supervisor.
- Perform technical data support and other duties as assigned.
- Serve as an active member on teams and various committees.

To Apply: Applicants should send a cover letter **specifically addressing the above qualifications**, a current resume, transcripts and the names and contact information (including telephone numbers and e-mail address) of three professional references, either electronically (preferred) to jane.grinde@ndus.edu or by mail to:

**NDUS
Attention: Jane Grinde
600 E Boulevard Ave, Dept 215
Bismarck, ND 58505-0230**

by the closing date stated above. Applicants who are residents of North Dakota and eligible to claim veteran's preference must include Form DD214 with the application for employment; claims for disabled veteran's preference must include Form DD214 and a letter less than one year old from the Department of Veterans' Affairs indicating disability; claims for preference as the eligible spouse of a disabled or deceased veteran must include Form DD214, a marriage certificate and a letter less than one year old from the Department of Veterans' Affairs indicating disability, or the veteran's death certificate. Due to access to restricted information, the successful candidate will be required to complete a satisfactory criminal

background check. Applicants must be eligible to work in the U.S. and I-9 employment certification is required at hire.

Persons who may need additional job information or may require accommodation or assistance with the application or interview process should contact Jane Grinde at (701) 777-1918, or e-mail jane.grinde@ndus.edu. TTY Number 1-800-366-6888.

THE NORTH DAKOTA UNIVERSITY SYSTEM was organized in 1990. It is made up of 11 public colleges and universities governed by the State Board of Higher Education. The NDUS is composed of two doctoral-granting institutions (NDSU and UND), two master's granting institutions (MISU and VCSU), two universities that offer baccalaureate degrees (DSU and MASU), and five campuses that offer associate and trade/technical degrees (BSC, LRSC, MISUB, NDSCS and WSC).

As employers, the State of North Dakota and political subdivisions prohibit smoking in all places of state and political subdivision employment in accordance with N.D.C.C. § 23-12-10.

Equal Opportunity Employer: The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.