



Position Title: NDUS Institutional Researcher – Educational Data Warehouse Specialist

Position#: 00103856
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 or negotiable in ND

Closing Date: Applications received by 5:00 p.m. on May 21, 2018 will be given first consideration. Open until filled.

Job Description: The NDUS Institutional Researcher – Educational Data Warehouse Specialist is a member of the Statewide Longitudinal Data System (SLDS) team, which provides data analysis, reporting, collection and modeling. In this role, the specialist will implement data warehouse projects for the ND Department of Public Instruction (NDDPI) contracted through the NDUS Institutional Research Office. This position applies expertise in educational assessment, statistics, and 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.

Activities will include: processing data extracts using data retrieval and management tools; querying complex database systems to collect, organize and analyze data for evaluation and reporting purposes; creating reports; and utilizing knowledge of research methodology to design, develop and analyze survey instruments. This position will work with other researchers and communities and specify and evaluate research performed by 3rd parties.

Minimum Qualifications

- Bachelor’s degree in a related area with coursework in research methods or statistics.
- Three years of work experience that included designing, developing, and applying advanced research methodologies and techniques.
- Demonstrated knowledge of statistics package and Excel.

- Experience in analyzing primary and secondary quantitative datasets ranging from a few hundred records to datasets with thousands of records.
- Basic knowledge of or ability to learn and be proficient in SQL database querying.
- Demonstrated familiarity with statistical methodologies including multivariate regression, mixed-effect models, and other statistical techniques.
- 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.
- Strong written and communication skills.
- Must be willing to travel in-state.

Preferred Qualifications

- Master's Degree
- Experience in education research, GIS experience and/or workforce
- Experience in K-12 assessment
- Experience utilizing data mining techniques
- Experience with SQL programming
- Experience with PowerSchool, STARS, NDSLDS

Duties and Responsibilities

1. Serve as researcher for K-12 data warehouse services contracted through NDUS.
2. Coordinate, plan, and implement special projects with teams from NDUS, NDDPI, and NDSLDS.
3. Meet with NDUS/NDDPI/ITD staff to determine data requirements and assist in coordination of efforts to identify best methodologies for data collection, data quality insurance, and data fixes.
4. Work to identify and implement improved methodologies for gathering and reporting NDUS and NDDPI data.
5. Work collaboratively with the NDDPI and NDSLDS staff to create data collections, produce reports, and other media, and to validate and evaluate source data quality.
6. Respond to internal and external requests for information as directed by supervisor.
7. Perform technical data support and other duties as assigned.
8. 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, 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.

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.

Applications for public employment will be confidential unless deemed a finalist. Public entities including the State Board of Higher Education and NDUS institutions shall determine finalists for open positions consistent with N.D.C.C. Section §44-04-18.27. Applications for public employment of non-finalists and any records related to those applications which contain information that could reasonably be used to identify an applicant are confidential.

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.

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).