

Intermediate Analyst-CTE Specialist

Position Details

Advertisement Information

Position Title	Intermediate Analyst-CTE Specialist
Position Number	G48065
Summary	<p>Conduct specialized research projects for UVU administration and USHE.</p> <p>Conduct statistical analysis, develop and create reports to meet the requirements of State and Federal Governing Boards for appropriations and funding.</p> <p>Create, conduct, analyze, and report survey and university research analysis to collect data (e.g. outcome data, community perceptions and demands, and student/faculty/staff surveys, enrollment management) using appropriate tools and programs (such as SPSS, Tableau, Power BI, Argos, Qualtrics, etc).</p> <p>Maintain, develop, and use longitudinal databases that provide data for State/Federal Legislators, Board of Regents, University President, and University Administrators for use in decision making, accreditation, and program review.</p> <p>Serve as a member of national, state, local, college committees, and professional organizations where methods and practices of Institutional Research are discussed.</p>
Job Category	43-0000 Office and Administrative Support Occupations
Department	Community Outreach/Econ Dev
Knowledge, Skills and Abilities	<ol style="list-style-type: none"> 1) Knowledge of PC computer systems and software, such as MS Office, SPSS, R, etc. 2) Familiarity with Database concepts. Familiarity with large National Datasets. 3) Ability to communicate effectively in both verbal and written form. 4) Ability to present information in formal and informal settings using appropriate Data Visualizations. 5) Ability to lead a project from inception, through the design, implementation, and collection of data, to the creation of a final report and presentation including direction of supporting personnel. 6) Ability to work within a team environment and with top level State and University officials.
Required Qualifications	<p>Graduation from an accredited institution with a master's degree in Public Administration; Business Administration; Education Administration, Research/Evaluation; Information Systems, or in a related field and one year of related experience;</p> <p>OR, an appropriate bachelor's degree and a minimum of three years of directly related work experience that provides evidence of ability to analyze and synthesize data including the development of written reports and presentations to various audiences including peers, administrative decision makers, and to lay audiences.;</p> <p>OR any combination of related education and experience totaling at least seven years.</p>
Preferred Qualifications	
Physical Requirements	Working from a desk and a lot of time on the computer.

EEO Statement

Employment decisions are made on the basis of an applicant's qualifications and ability to perform the job without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age (40 and over), disability, veteran status, pregnancy, childbirth, or pregnancy-related conditions, genetic information, or other bases protected by applicable federal, state, or local law.

Benefits Summary

UVU offers an excellent benefits package which includes a generous leave policy, 12 paid holidays, affordable medical and dental insurance options, life and AD&D insurance, tuition waiver (undergraduate resident) for employee and dependents and substantial employer contribution to a retirement plan.

Benefits PT:

You may be eligible for a 3 credit hour or 1 class tuition waiver after 6 consecutive months of employment and a minimum of 480 hours worked. Dependents do not qualify for a waiver.

FLSA

Non-Exempt

Salary Grade

22

Pay Range

\$22.45 - \$28.06 per hr.

Search Chair

Torrie Costantino

Supervisor

Kimberly Chiu

Replacement?

Replacement

If replacement, indicate person being replaced: Shannon L. Robson

Position Category

Staff - Part-Time (Variable Hour)

Advertisement Detail Information**Advertisement Number**

STA37820

Number of Vacancies

1

Open Date

08/11/2020

Review Start Date

08/25/2020

Close Date

08/25/2020

Open Until Filled

Yes

Notes To HR

This person will be housed in IRI. CTE and IRI will be sharing this person and they will be paid with two indexes.
CTE index GF4104
IRI index 711501

Advertising Index

207004

Advertisement Method

Public

Special Instructions to Applicant**Quick Link for Direct Access to Advertisement**

<http://www.uvu.jobs/postings/19614>

Pass Message

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should

review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

Fail Message

Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.

Supplemental Questions

Required fields are indicated with an asterisk (*).

Documents Needed to Apply

Required Documents

1. Resume
2. Evidence of Degree (copy of transcript OR diploma)
3. Cover Letter

Optional Documents

1. Other Document #1
 2. Other Document #2
 3. License or Certification
 4. Letter of Recommendation 1
 5. Letter of Recommendation 2
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Search Committee

Name	Email	Chair?	Status
Torrie Costantino	10833170@uvu.edu	Yes	approved
Leisa Galloway	10320316@uvu.edu	No	pending
Bermarie Barreto-Pagan	BermarieB@uvu.edu	No	pending

Reference Request

Reference Request Details

Please indicate how many references you require from the applicant.

Minimum Requests 2

Maximum Requests 4