

EXEMPT RECRUITMENT ANNOUNCEMENT
Assistant/ Associate Director for Research
Planning and Research Division

Reports to: Research Director
Division: Research
Classification: Exempt
Closes: May 9, 2016 5:00 pm
Salary: Assistant Director: \$59,978 - \$81,147
Associate Director: \$69,432 - \$93,937

The Council is seeking to fill position within the Research division of the Washington Student Achievement Council. This position will be filled at the Assistant or Associate Director level depending on the experience and skill set of the applicant pool.

Agency Profile

The Washington Student Achievement Council links the work of the secondary schools, higher education, and state education agencies to achieve the mission of improving educational outcomes for students at all levels. Supported by a cabinet-level state agency, the Council proposes improvements and innovations needed to adapt the state's educational institutions to evolving needs, and advocates for increased financial support and civic commitment for public education in recognition of the economic, social, and civic benefits it provides. The agency also conducts research and analysis, protects education consumers, manages the Guaranteed Education Tuition (GET) college savings program, and administers state and federal financial aid programs.

About the Division

The Research Division provides information and analyses that guide the Washington Student Achievement Council's efforts to represent the public interest and advance higher education attainment in the state.

In support of the mission and goals of the Washington Student Achievement Council, the Research Division endeavors to conduct innovative research and analysis of higher education issues and play a key role in formulating, implementing, and assessing progress toward State's 10-Year Roadmap and corresponding Strategic Action Plan.

About the Position

Under the direction of the Director for Research, the assistant/associate director conducts specialized, complex research involving mathematical and statistical analyses. The assistant/associate director may also be responsible for the identification, collection, and assembly of data prior to analysis. The assistant/associate director determines project requirements and designs and performs various summary and statistical analyses using internal and external data sources. This position coordinates with other agency staff, institutional stakeholders, and other education agencies working on related projects.

Essential Functions:

- Organize and conduct research involving the compilation of complex data, mathematical and statistical analysis, policy analysis, and reporting of results and recommendations.
- Conduct surveys, including development of instrument, deployment and analysis of results.
- Conduct analytical studies in response to internal and external data requests.
- Prepare statistical reports and research briefs.
- Analyze changes/trends in higher education, workforce, economic, census, and/or fiscal data.
- Use internal and external databases and develop other information resources to collect, manage, and analyze data as needed to support the work of the agency.
- Assist with monitoring and reporting progress for the 10-year Roadmap and corresponding Strategic Action Plan and other core agency reports.
- Assist with appropriate state-level planning and accountability measure tracking and reporting.
- Respond to external surveys.

Work Activities:

- **Research & Reporting**
 - Independently identify, collect and organize data.
 - Conduct various complex statistical analyses.
 - Determine project requirements, which may require computer programming, data processing, and presentation.
 - Create and maintain historical and current computer databases; gather data from existing files or collect data from a variety of sources.
 - Analyze and review data for completeness and accuracy; code, compute, and summarize via personal computer systems that include relational database management tools.
 - Create complex reports which include relational databases, narratives, tables, charts, graphs and illustrations.
- Conducting policy analyses.
- Responding to external requests for data and analyses.
- Monitoring and keep current on emerging and current trends, directions, and issues.

Required Education, Experience and Competencies

- Master's degree or higher in Public Policy, Higher Education, Statistics, or other relevant field; AND five (5) years' experience with state-level policy and data analysis or institutional research in a higher education setting.
- Demonstrated knowledge of data collection and analysis techniques, including statistics or social science research techniques.
- Demonstrated computer skills that include the ability to:
 - Query data from a large data mart using SQL.
 - Analyze data using software packages such as Access, Excel, or SAS/Stata.
 - Conduct surveys with a standard survey research tool (e.g., Survey Monkey)
 - Report results of data analyses in publishable form in a variety of file formats (e.g., HTML, pdf, WORD) using commonly available tools, including those found in MS Office Suite and SAS (preferred) and SPSS.
- General knowledge of and experience working with academic, workforce, economic, census, fiscal and/or administrative relational databases and large data sets; knowledge and experience working with data definitions, data dictionaries, and data standards.
- Ability to produce reports in a variety of formats for easy interpretation and use, and to design and prepare graphs, tables, and other "visuals."

- Ability to develop, assess, and synthesize information from multiple sources on a broad range of issues.
- Ability to identify findings, evaluate alternatives, and draw conclusions relating to policy or practice.
- Demonstrated interpersonal and communication skills necessary to establish and maintain effective working relationships with other agency staff and with research staff in other education agencies and at institutions of higher education.
- Ability to work both independently with minimal supervision and collaboratively as part of a team.
- Organizational skills to plan and prioritize work efficiently and productively to meet competing deadlines.
- Proficiency with MS Office Suite (including pivot table, chiming and drawing functions in Excel and PowerPoint) and other standard office applications.

Application Procedures

To be considered for this position, you must possess the required qualifications listed above and submit a complete application package, which must include the following:

1. **Letter of Application.** A letter of application that addresses how you meet the required education and experience described in this announcement. Applications with generic cover letters will be considered nonresponsive and may eliminate the application from further consideration.
2. **Resume.** A detailed resume including all educational and professional experience.
3. **References.** A list of names, titles, and current telephone numbers of three (3) employment references.
4. **Authorization to Release Information form.***
5. **Affirmative Action Form (optional).***

*These forms can be found on our website at: <http://wsac.wa.gov/employment>

Electronic application packages are encouraged and should be sent in **MS Word format or as a .pdf only** with "AD Research 4 2016" in the subject line. If your submission is in a PDF file format, please put the optional affirmative action form in a separate file.

Fax: (360) 704-6202 | **Email:** HumanResources@wsac.wa.gov

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Please note: The quality and completeness of the required application materials will be considered in determining whether candidates will move to the next phase of the screening process.