

**Washington Student  
Achievement Council****Research Analyst/  
Assistant Director for Research**

Appointment Type:	Exempt
Classification:	Education Research Analyst or Assistant Director for Research
Division:	Policy, Planning, and Research
Salary Range:	Research Analyst: \$3,333 - \$4,500 Assistant Director: \$4,583 - \$5,417
Work Schedule:	Full-time
Location:	Olympia
Opens:	November 2, 2012
Closes:	November 30, 2012

**AGENCY PROFILE**

The Washington Student Achievement Council (WSAC) 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. The Council is composed of five members who represent the public, including one student member, and four members who represent, respectively, the community and technical colleges, the public baccalaureate colleges and universities, the independent, non-profit colleges and universities and the Office of the Superintendent of Public Instruction. 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.

**GENERAL POSITION DESCRIPTION**

The Council is seeking to fill a research position within the Policy, Planning, and Research division. This position will be filled at the Analyst or Assistant Director level depending on the experience and skill set of the applicant pool.

Under the direction of the Director for Research and Planning, the research analyst conducts specialized, complex research involving mathematical and statistical analyses. The analyst may also be responsible for the identification, collection, and assembly of data prior to analysis. The analyst 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 issues.

**Essential Functions:**

- Conduct high-level research activities and projects involving the compilation of complex data, mathematical and statistical analysis, policy analysis, and reporting of results and recommendations.
- Conduct analytical studies in response to internal and external data requests.
- Prepare statistical reports and analyze changes/trends in higher education 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 state-level accountability measure tracking and reporting.
- Review and analyze legislative bills, proposals, and reports.
- Respond to external surveys.

## QUALIFICATIONS

- A Bachelor's degree in mathematics, statistics, social science or related field AND at least three (3) years of full-time professional experience working with statistics, research methodology, database management, institutional research, or related field.
- Demonstrated knowledge of data collection and analysis techniques, including statistics or social science research techniques.
- Demonstrated computer skills that include knowledge of and ability to work with relational databases and statistical software packages (e.g., Access, Excel, Business Objects, SAS/SPSS, Microsoft SQL Server, MySql, Oracle).
- General knowledge of and experience working with academic and 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.
- 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 tables, charting, and drawing functions in Excel and PowerPoint) and other standard office applications; experience working with end-user reporting and query tools (e.g. Business Objects, Access, Crystal reports).

### **Additional Requirements for Appointment as Assistant Director:**

- 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.
- 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.
- High-level writing skills.
- Experience with data warehouse design and operation.
- Experience with Extract, Transform, and Load (ETL) procedures.

## SALARY AND BENEFITS

The salary for this position is commensurate with experience. The State of Washington offers a generous benefits package, worth about 30% of the salary, that includes medical, dental, life, and long-term disability insurance; vacation, sick, military, civil, and shared leave; 11 paid holidays per year; a state retirement plan with generous employer contributions; optional Deferred Compensation Program for tax-deferred retirement investments; and optional Dependent Care Assistance and Medical Flexible Spending Accounts.

## 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 qualifications described in this announcement.
- 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. One example of a quantitative analysis**
- 5. One writing sample**
- 6. Authorization to Release Information form**
- 7. Affirmative Action Form (optional)**

Initial screening will be based solely on the information contained in your application. You should keep a copy of your application for your files.

### Submit your completed application materials to:

Karen Moton-Tate  
Associate Director of Human Resources  
Washington Student Achievement Council  
917 Lakeridge Way SW  
P.O. Box 43430  
Olympia, Washington 98504-3430

## APPLICATION CLOSING DATE

Applications due by November 30, 2012 at 5:00 p.m.

Applications may be mailed or delivered to the above address or faxed to (360) 704-6202. They may also be submitted in electronic format to: Karenm@wsac.wa.gov. Please type "RESEARCH ANALYST" in the subject line.

***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.***

*The Washington Student Achievement Council is an equal opportunity/affirmative action employer and is strongly committed to enhancing the diversity of its workforce. We will provide assistance in the recruitment, application, and selection process to applicants with disabilities who request such assistance. Please contact us at (360) 753-7802 as early as possible regarding any assistance you may require.*

## AUTHORIZATION TO RELEASE INFORMATION

As an applicant for a position with the Washington Student Achievement Council, I am required to furnish information for use in determining my qualifications. In this connection, I hereby authorize the Council to make inquiries regarding my education, work experience and references, unless otherwise stated below. I hereby release all parties and persons associated with any such inquiries from liability in connection with information they give.

A photocopy of this release form will be valid as an original thereof, even though the said photograph does not contain an original writing of my signature.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## AFFIRMATIVE ACTION DATA SHEET

Please complete and return this form with your employment application package. This is an optional form. You may choose not to complete this form.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Check the item that best describes how you heard about this position.

Friend or neighbor       WSAC Website       Newspaper or other publication\*  
 Dept of Personnel       WSAC Job line       An organization electronic  
 Other State Agency\*       Other\*      notice\*

\*Please specify web site, organization, newspaper, publication or other source here:

The Washington Student Achievement Council is an equal opportunity employer. The Council's state-approved Affirmative Action Program seeks to ensure that employment opportunity information reaches all qualified potential candidates, including African Americans, American Indians/Alaskan Natives, Asians/Pacific Islanders, Caucasians, Hispanics, women, men, persons age 40 and over, persons with disabilities, disabled veterans, and Vietnam era veterans. To implement this program more successfully, the Council requests that you provide the following information. Submission of this statistical information is voluntary; failure to complete this portion of the form will not adversely affect your candidacy for employment.

**This information will be separated from your application and handled confidentially.**

Please check any/all of the following that apply:

Male       African American/Black       Vietnam Era Veteran  
 Female       Asian/Pacific Islander      (served 180 days or more  
 Age 40 or older       Caucasian/White      between 2/28/61 and 5/7/75 and  
 Person with a       Hispanic/Latino      does not have a dishonorable  
disability       Native American/  
American Indian/  
Alaska Native       Special Disabled Veteran  
(30% or more disability)