

COLORADO DEPARTMENT OF HIGHER EDUCATION

Position Announcement: Research Associate/ Project Coordinator- Adult Degree/Transfer Program

The Colorado Department of Higher Education (DHE) invites applications for the Research Associate/Project Coordinator – Adult Degree/Transfer Program position.

Responsibilities: This two-year, grant funded .70 position will serve as the primary lead in a statewide “reverse transfer” project, and will dually report to the Associate Deputy Director for Access & Student Services and the Director of Research and Information. Primary duties include:

- Supporting the work of the project at the state/system level by managing task forces, convening meetings with stakeholders;
- Working with internal and external partners to conduct research on student transfer patterns, demographics and course accumulation;
- Developing data sharing agreements between four and two year partners;
- Analyzing course level data from participating institutions;
- Coordinating institutional research, student services and other partners activities;
- Assisting with reporting requirements, as outlined by funders;
- Serving as primary liaison to public institutions on “reverse transfer” related issues.
- Monitoring progress of partner institutions including budget, program and data needs.

Qualifications:

The Research Associate/Project Coordinator ideally possesses: a broad understanding of research and statistics relevant to higher education; a combination of organizational and research skills as indicated by a master’s degree from an accredited institution; experience in grant project planning and management; demonstrated experience in working in a team environment of mutual respect and collaboration; strong problem-solving skills in analyzing data from multiple perspectives and in a variety of combinations; the ability to operate effectively and individually; and excellent oral and written communication skills.

Essential knowledge, background, competency and skills for the position include:

- Competence with statistical analysis software, including SPSS, Excel, and Access or SQL Server;
- Competence with statistical analysis techniques, both descriptive and inferential, quantitative and qualitative;
- General knowledge of quantitative skills applicable to research in postsecondary education, including the ability to apply statistical techniques to data as appropriate and evaluate data validity against established standards;
- Demonstrated report writing experience;
- Demonstrated experience in grant project planning and management preferred;
- Advanced knowledge of database design and development techniques, including data mining;

Salary Range and Duration : \$35,000-\$38,500 (based on .70 appointment); benefit eligible.

Please note hiring and length of employment are contingent upon grant funding. Position is funded through the "Credit When It's Due" grant administered through the Lumina Foundation. This position is funded through December 2014.

Anticipated Start Date: October 15, 2012

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 which addresses how you meet the qualifications described in this announcement.
- 2. Resume or Vitae.** A detailed resume or vitae including all educational and professional experience.
- 3. References.** A list of names, titles and current telephone numbers of five (5) employment references.

Submit your completed application materials to:

clangan@college-assist.org . Please type "RESEARCH ASSOCIATE" in the subject line. They may also be submitted by mail or delivered to the below address, or faxed to (303)292-1606.

Human Resources
Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, Colorado 80202

Application Closing Date: This position is open until position is hired. Application review will begin immediately.

Employment is contingent on the successful completion of a criminal background check.

The Colorado Department of Higher Education is an Equal Opportunity employer. In compliance with federal and state anti-discrimination laws, the Department does not discriminate in matters of employment based on disability, race, creed, color, sex, sexual orientation, transgender status, religion, age, national origin, or ancestry.