

**POSITION ANNOUNCEMENT:**

## Research Officer

<b>POSITION TITLE:</b>	<b>Research Officer</b>
<b>DEPARTMENT:</b>	<b>Higher Education</b>
<b>DIVISION:</b>	<b>DHE</b>
<b>REPORTS TO POSITION TITLE:</b>	<b>Director of Research and Information</b>
<b>POSTING DATE:</b>	<b>May 1, 2013</b>
<b>CLOSING DATE:</b>	<b>June 1, 2013 or until filled (Note: applications may be reviewed upon receipt)</b>
<b>COMPENSATION:</b>	<b>\$55,000-\$60,000</b>
<b>ANTICIPATED START DATE:</b>	<b>July 1, 2013</b>

**POSITION SUMMARY:** This position will perform comprehensive analyses on statewide data using a variety of statistical methods and research designs. The Research Officer will analyze existing datasets as related to relevant policy questions regarding postsecondary education and in alignment with the mission of the Colorado Commission on Higher Education. The Research Officer will utilize technical skills to analyze data and communication skills to develop reports and presentations for various stakeholders, including but not limited to the Colorado Commission on Higher Education, the Colorado General Assembly, the Office of the Governor, institutional governing boards, and the Colorado Department of Education/K-12 constituents. Research inquiries may include the following topics: institutional performance, student access/enrollment patterns and projections, course completion and degree attainment, financial aid use and effectiveness, educator effectiveness, and related subjects.

**ESSENTIAL DUTIES/RESPONSIBILITIES:**

- Design and execute research protocols based upon local and national trends and contributing to the overall research and policy agenda of DHE.
- Use statistical software to analyze quantitative data and write reports on findings, including technical reports based on both qualitative and quantitative studies.
- Conduct data analysis and writing of technical reports based on quantitative research.
- Clearly organize and summarize results in tables, charts, and other documents using quantitative and visual information.
- Supervise research interns and serve as their direct report in the daily functioning of their research-related tasks.
- Serve on project teams and committees as assigned.
- Perform other duties as assigned by the Director.

The Research Officer part of the Research, Planning and Performance unit of DHE and directly reports to the Director of Research and Information.

**OTHER DUTIES/RESPONSIBILITIES:** Performs other duties as assigned.

**ESSENTIAL JOB QUALIFICATIONS:**

**Knowledge, Skills and Abilities**

- The Research Officer should have a broad understanding of research and policy relevant to postsecondary education, a combination of organizational and research skills and strong problem-solving skills.
- The Research Analyst should possess mixed methods research experience, including expertise in quantitative/statistical analysis, to contribute to the design and execution of research studies conducted at DHE.
- Candidates should have solid knowledge and experience managing long-term research projects, including data analysis, writing reports on the findings of research, and communicate findings to a lay audience.
- Ability to plan, organize and complete assignments independently.
- Effective communication skills (oral and written).
- Ability to successfully carry out multiple assignments.

**Minimum Qualifications:**

- Graduation from an accredited college or university with a Master's degree in higher education, evaluation, statistics, public policy, social sciences or other related field.

**Preferred Qualifications:**

- Two or more years' experience in education research or public policy evaluation.
- Coursework in advanced statistics and research design.
- Experience with large-scale databases.
- Ph.D. in higher education, evaluation, statistics, public policy, social sciences or other related field.
- Knowledge of higher education and Colorado educational policies;
- Knowledge of current research methodologies and statistical techniques;
  - Applicable statistical or research experience;
  - Competency with SPSS, SAS, R Programming or other statistical software.

**Requirements:** Valid Colorado state driver's license. Criminal background check.

### **Physical Activities:**

- **Light** - Exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and or a negligible amount of force constantly to move objects. Physical demands are in excess of those of Sedentary work. Light work usually requires walking or standing to a significant degree.
- **Stooping** - Bending body downward and forward. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- **Handling** - Seizing, holding, grasping, turning, or otherwise working with hand or hands, fingers are involved only to the extent that they are an extension of the hand.
- **Fingering** - Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
- **Talking** - Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which workers must impart oral information to clients, or to the public, and in those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Hearing** - Perceiving the nature of sounds. Used for those activities that requires ability to receive detailed information through oral communication.
- **Near Acuity** -Clarity of vision at 20 inches or less.
- **Cognitive Abilities** - Able to understand complex cognitive issues.
- **Computer Literacy** - Able to use all functionality of a computer

**Working Conditions:** Works in a normal office environment with standard office equipment (such as phones, fax, copiers and personal computers). The normal working hours are 8 am to 5 pm, Monday through Friday—which can be modified with approval from the Director. Irregular hours (early mornings, evenings & weekends) are possible, depending on needs of the business. Occasional travel. **This position is non-classified and exempt from the rules of the Colorado State Personnel Board.**

### **APPLICATION PROCEDURES:**

To be considered for this position, candidates 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 three (3) employment references.

**Submit your completed application materials to:**

Cindy Langan  
Human Resource Manager  
Colorado Department of Higher Education  
1560 Broadway, Suite 1600  
Denver, Colorado 80202  
[clangan@college-assist.org](mailto:clangan@college-assist.org)

**Application Deadline:** This position is open until June 1, 2013, though applications may be given initial consideration as they are received. Applications may be submitted in electronic format to: [clangan@college-assist.org](mailto:clangan@college-assist.org), mailed or delivered to the above address, or faxed (303) 292-1606. The position begins on July 1, 2013.