**Position Description**

**Report Run Date**

**Position Number:** 02018675

**Dept:** EDUCATIONAL EFFECTIVENESS HUB - 063095

**Position:** CEA ANALYST

**Approved Payroll Title Code:** 7235

**Approved Payroll Title:** ANALYST II

**Approved MSP Salary Grade:**

**Approved PSS Salary Grade:** 2

**POSITION DETAILS**

The Educational Effectiveness Hub (EEH) works collaboratively and creatively with instructors and university academic administrators to foster, build, implement, and institutionalize effective instructional practices. EEH strives to enhance student learning, maximize instructional value, and improve retention rates and time to graduation for all students while making UC Davis the national leader in instruction and learning analytics. To achieve these goals staff from the Center for Educational Analytics (CEA) in partnership with the Center for Educational Effectiveness (CEE) measure, understand and optimize the instructional system; target interventions and resources where most needed; focus on areas with greatest potential for student/instructor impact; innovate instructional solutions via research and development; build sustainable instructional capability; and promote cross-campus communities committed to teaching and learning.

**Job Summary:**

Under the general supervision of the Director, Center for Educational Analytics (CEA), the CEA Analyst develops data collection instruments, collects data, and conducts data analyses. Coordinate and provide CEA staff and internal/external clients with information related to program evaluation projects and CEA services. Responsible for scheduling events and data collection activities; responding to requests for information; collection analysis, cleaning and management of project data; editing and preparation of documents; organizing and assisting in the design and distribution of informational materials; and otherwise assisting in evaluation projects as needed as part of a collaborate team.

The CEA Analyst provides project coordination for research and evaluation projects, including the project schedule, monitoring deadlines, preparing and submitting analyses for university entities and funding agencies. Supervise student assistants providing support for CEA activities.

**Campus Job Scope:**

The Center for Educational Analytics (CEA) supports evidence-based decision making in higher education through institutional- and college-scale analyses and modeling. The campus hub for learning analytics, CEA creates academic analytic tools, analyzes learning systems, and implements predictive models for action. CEA also provides educational
Positions Supervised:

NA

70% EVALUATION & ANALYSIS PROJECT SUPPORT
- Data collection and analysis activities, including data entry, cleaning and maintaining CEA data files, data collection instrument development (e.g. interview protocols, surveys) and implementation, including primary responsibility for developing and maintaining web-based surveys for multiple projects, participating in data collection activities such as identifying and downloading secondary data, conducting interviews and/or structured observations, etc., conducting descriptive analyses and applying t-tests and standard linear models.
- Participate in design and preparation of reports and informational materials; including developing graphs and tables, identifying citations, and writing report content.
- Respond to information requests, provide project and program information and evaluation reports in a variety of formats.
- Participate in preparing grant and contract submissions and related materials, including budgets and proposals.
- Summarize academic research and other published materials for use in literature reviews, project reports, and grant proposals.
- Review, code, enter and verify survey research data and written comments.

Essential Responsibilities:

20% PROJECT COORDINATION
- Submit and update Institutional Review Board (IRB) documents and modifications.
- Manage and coordinate calendars and schedules for multiple evaluation projects and activities.
- Identify and organize project information and materials, including related scholarly journal articles and books.
- Maintain storage and accessibility of all data and reports.
- Assist as needed, across projects, to insure all required forms and reports are submitted to granting agencies and University offices.

5% STUDENT DEVELOPMENT AND SUPERVISION
- Recruit, hire, train, supervise and evaluate 1-2 student assistants.
- Determine, delegate, and supervise workload to achieve CEA goals and objectives.
- Prioritize responsibilities and address workload issues to improve services delivery.
- Promote diversity awareness and the Principles of Community.

5% SPECIAL ASSIGNMENTS
- Assist UE units in other duties as needed, such as participation in intra-office workgroups, meetings, and program support.

Physical Demands:

Sit for extended periods of time and extensive keyboard use.
Lift and carry boxes of publications and equipment weighing up to 25 lbs.
Manage and complete projects in an open workspace environment with multiple deadlines, frequent interruptions, background distractions, traffic and noise from competing activities.

Vacations restricted during peak periods.

Work Environment:

Travel to various campus and national locations throughout the year.
Employee is personally responsible for following health and safety guidelines/instructions.

UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.

Background Check:
Yes

QUALIFICATIONS

BA/BS in education, statistics or social science field or equivalent experience.

Experience in and understanding of program evaluation and/or academic research tasks and skills.

Demonstrated skills in providing descriptive statistics and utilizing logistic regression and other standard statistical procedures.

Experience in quantitative and qualitative analysis, data collection approaches, and research/design evaluation.

Experience using statistical and other analytic/visualization software, e.g. SAS, SPSS, Stata, R, Tableau, or similar.

Minimum Qualifications:

Experience compiling statistical information and assisting an organization in assessment for the purposes of improving outcomes.

Experience analyzing college level programs and assessing research projects.

Experience successfully submitting IRB protocol for research projects.

Written communication skills to produce succinct, clear and logical syntheses of existing research and new research findings, as well as correspondence, presentations, research reports, etc.

Knowledge of FERPA and other general laws applicable to student information; IRB.

Technical expertise to support professional quality communication and report materials to represent CEA activities in professional settings and publications (web development, brochure development, report writing, etc.)

Preferred Qualifications for Selection:

Technical expertise related to project management, database development and/or web-based survey design and deployment, and storage.

Ability to organize and coordinate multiple concurrent project activities and deadlines.

Oral communication skills to deliver group presentations and conduct meetings with faculty, staff and students.

SIGNATURES

I have read this position description and understand its contents.