

Position Summary

Employee Details	
Employee First Name:	
Employee Last Name:	
Employee ID:	
Classification	
Payroll Title:	RSCH DATA ANL 2
Payroll Title Code:	6256
Job Group:	B21
Overtime Eligible: (FLSA)	Non-Exempt
Employee Relations Unit: (Bargaining Unit)	99
Representation:	Uncovered
Salary Grade:	PSS21
Position Description	
Position Number: (Assigned when added to Library)	
Dept:	CENTER FOR EDUCATIONAL EFFECTIVENESS - 063095
UC Path Position #	
Position:	EAA ANALYST
HEERA/Union Representation:	This position is not represented by a collective bargaining unit
IMMEDIATE SUPERVISOR	
Supervisor Name:	Meryl Motika
Supervisor Payroll Title:	Interim Associate Director for Education Analytics and Assessment
Supervisor Phone Number:	530.752.3366
POSITION DETAILS	
Job Summary:	<p>The Center for Educational Effectiveness (CEE) works collaboratively and creatively with instructors and university academic administrators to foster, build, implement, and institutionalize effective instructional practices. CEE 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 Educational Analytics and Assessment team (EAA) in partnership with 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.</p>

<p>Campus Job Scope:</p>	<p>Under the general supervision of the Associate Director for Educational Analytics and Assessment (EAA), the EAA 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.</p> <p>The EAA 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 EAA activities.</p>
<p>Department Specific Job Scope:</p>	<p>The Educational Analytics and Assessment team (CAA) supports evidence-based decision making in higher education through institutional- and college-scale analyses and modeling. The campus hub for learning analytics, EAA creates academic analytic tools, analyzes learning systems, and implements predictive models for action. EAA also provides educational research support and fulfills centralized program evaluation functions for Undergraduate Education (UE).</p>
<p>Positions Supervised:</p>	<p>NA</p> <p>40% DATA ANALYSIS</p> <ul style="list-style-type: none"> -Complete analysis activities, including descriptive and inferential analyses, using both statistical and programming scripting languages such as R and Python. Apply appropriate analytic models, ranging from t-tests and standard linear models to advanced machine learning algorithms. Select suitable models for projects involving missing data, self-selection bias, and other challenges to identification. -Conduct analysis in specialized educational analytics software available within CMU's LearnSphere, such as constructing knowledge curves. -Perform preliminary interpretations of the results of these analysis and design and prepare timely, accurate, easy to read, and informative reports and informational materials; including developing graphs and tables, identifying citations, and writing report content. Ensure that the reports fully address the questions they are intended to answer. -Provide preliminary policy recommendations based on analysis. -Maintain code associated with CEE projects using version control protocols such as github, in order to keep a running log of code changes. -Respond appropriately and promptly to both internal and external information requests and provide project and program information and evaluation reports in various formats.
<p>Essential Responsibilities:</p>	<p>25% DATA MANAGEMENT</p> <ul style="list-style-type: none"> -Complete data collection activities accurately and on schedule, including data entry, maintaining CEE data files, using SQL and other tools to access data, using software such as R Studio to merge, aggregate, otherwise manipulate, and clean data, 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.

- Develop a data flow process to integrate Carnegie Mellon University (CMU) LearnSphere system data with current CEE systems.
- Work with the Lead Programmer to ensure the availability of relevant data in our database, obtain new data when necessary, design extracts to support projects, and make sure those extracts are up to date.
- Collaborate with the Lead Programmer to identify data quality problems and keep codebooks up to date.
- When needed, review, code, enter and verify survey research data and written comments.

20% PROJECT MANAGEMENT

- Lead meetings with internal and external stakeholders to clarify their needs and plan projects. Under the guidance of the Lead Analyst, ensure projects are well-defined and can be accomplished with available data and staff within the agreed timelines.
- Initiate and develop project workflows with relevant stakeholders at CMU.
- Track schedules and goals for projects to make sure they are completed on time. Keep stakeholders informed of changes in the project plan or barriers to timely completion.
- Identify and organize project information and materials, including related scholarly journal articles and books.
- Maintain storage and accessibility of all data and reports.
- When needed, submit and update Institutional Review Board (IRB) documents and modifications.
- Assist as needed, across projects, to ensure all required forms and reports are submitted to granting agencies and University offices.
- Manage and coordinate calendars and schedules for multiple evaluation projects and activities.

10% SUPPORT FACULTY AND STAFF WITH DATA AND ANALYSIS QUESTIONS

- Under the guidance of the Lead Analyst, consult with faculty and staff to help them select appropriate statistical methods and interpret results related to undergraduate research.
- Lead the process of requesting student data for faculty and staff requesters, using checklists to ensure all requirements are met before requests are forwarded to the Registrar. Help requesters ensure that their analysis plans are sufficiently well-specified before requests are made to avoid requesting unnecessary sensitive data and prevent a need for multiple requests for the same project.

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.

Work Environment:

Manage and complete projects in an open workspace environment with multiple deadlines, frequent interruptions, background distractions,

	<p>traffic and noise from competing activities.</p> <p>Vacations restricted during peak periods.</p> <p>Work flexible schedule and occasional evenings and weekends as needed, using on short notice to meet operational needs.</p> <p>Travel to various campus and national locations throughout the year.</p> <p>Employee is personally responsible for following health and safety guidelines/instructions.</p> <p>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.</p>
<p>Background Check Required:</p> <p><i>This position is a critical position and subject to a background check. Employment is contingent upon successful completion of background investigation including criminal history and identity checks.</i></p> <p>QUALIFICATIONS</p> <p>Minimum Qualifications:</p>	<p>Yes</p> <p>BA/BS in education, statistics or social science field or equivalent experience.</p> <p>Experience in and understanding of program evaluation and/or academic research tasks and skills.</p> <p>Demonstrated skills in providing descriptive statistics and utilizing logistic regression and other standard statistical procedures.</p> <p>Experience in quantitative and qualitative analysis, data collection approaches, and research/design evaluation.</p> <p>Experience using statistical and other analytic/visualization software, e.g. SAS, SPSS, Stata, R, Tableau, or similar.</p> <p>Experience compiling statistical information and assisting an organization in assessment for the purposes of improving outcomes.</p> <p>Experience analyzing college level programs and assessing research projects.</p> <p>Experience successfully submitting IRB protocol for research projects.</p> <p>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.</p> <p>Knowledge of FERPA and other general laws applicable to student information; IRB.</p>

Preferred Qualifications:

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.)

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.