



Research Assistant

Closes: Thursday, February 21, 2019

(Job #19-06) Research Technician I, Research Assistant, \$3,103-5,454/month. Appointments are typically made at the beginning of the salary range. This is a full-time, 12-month pay plan, non-exempt, permanent position with a one-year probationary period in the Office of Institutional Effectiveness. This position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at <https://hraps.humboldt.edu/employee-benefits>.

Position Summary: The Office of Institutional Effectiveness is responsible for the official collection, analysis, and reporting of institutional data on topics such as enrollment, retention and graduation rates and time to degree, faculty and staff characteristics, instructional and programmatic costs and productivity, financial peer comparisons, and other data for the purpose of providing accurate information to support transparent, evidence-based planning and decision making and a culture of assessment. Reporting to the Associate Vice President for Institutional Effectiveness, the Research Assistant gathers, compiles, and analyzes research data and, as assigned, make special surveys and investigations. Additionally, the incumbent prepares questionnaires and assembles and assists in the collection and preliminary interpretation of field data; assists in the development of tabulation procedures; uses descriptive statistical techniques and operates mechanical devices common to research and statistical work; prepares data for presentation in graphic, tabular, pictorial, and written form; and provides general administrative support to the office.

Duties: The Office of Institutional Effectiveness at Humboldt State University seeks a dynamic, collaborative, and organized individual to help fulfill its agenda. The duties of this position include, but are not limited to:

- Gather and compile data and complete routine mandated external surveys such as US News and World Report.
- Provide research support to ongoing, routine internal campus wide assessments.
- Prepare and assemble questionnaires to deploy in internal data collection.
- Under the guidance of senior level research technicians, assist in developing questionnaire and other instrument content for quantitative and qualitative data collection.
- Create data visualizations to represent descriptive statistics.
- Maintain office website.
- Provide administrative support to the Associate Vice President.

Minimum Qualifications: Education: Equivalent to graduation from a four-year college or university, including or supplemented by a course in statistics. Additional experience which has demonstrated that the applicant has acquired and successfully applied the knowledge and abilities listed below may be substituted for the required education on a year-for-year basis. Experience: One year of experience in technical research or statistical work. One year of graduate study in the social sciences, economics, mathematics, statistics, public or business administration, or engineering fields may be substituted for the required experience.

Required Knowledge, Skills, and Abilities:

Working knowledge of:

- Research techniques and the methods of preparation of research reports
- Statistical principles and procedures, including methods of frequency series, data, simple correlation methods, sampling techniques, and construction of index numbers

Ability to:

- Assist in preparation of questionnaires, gathering and analyzing research data, and in compiling data for reports and summaries in tabular, graphic, and pictorial form
- Prepare clear and concise reports
- Analyze situations accurately and to adopt an effective course of action
- Speak and write effectively.
- Support and demonstrate a commitment to diversity and inclusion
- Demonstrate a passion for public, higher education and its mission
- Be wholly committed to student success
- Establish and maintain effective working relationships with staff, faculty, and students from diverse backgrounds that foster collaboration and open communication

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Preferred Qualifications:

- Experience working within higher education.
- Obtained advanced degree or one in progress.

Application Procedure: To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- HSU Employment History Form (HSU Employment History Form: <https://forms.humboldt.edu/employment-history-form>)

CLICK HERE TO APPLY NOW: <http://apply.interfolio.com/60241>

(NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is filled out on line (accessed via a web browser), content WILL NOT be saved).

Application Deadline: The deadline to submit application materials is 11:59 p.m. on Thursday, February 21, 2019. To be notified in the event this recruitment re-opens for a subsequent review of applications, send an email to careers@humboldt.edu that includes the job number (19-06) and applicant's last name in the subject line of the message.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Class Code: 5682

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Publication Date: February 7, 2019

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.