

RESEARCH AREA SPECIALIST SENIOR JOB DESCRIPTION

This position may be filled at the Intermediate level with a salary commensurate with experience.

How to Apply

A cover letter is required for consideration for this position and should be attached as the first page of your resume. The cover letter should address your specific interest in the position and outline skills and experience that directly relate to this position.

Mission

The Office of Diversity, Equity and Inclusion (ODEI) at the University of Michigan, provides strategic leadership for programs and policies that result in increased access and success for all students, the recruitment and retention of diverse faculty, and the development and expansion of academic programs that prepare all students for success in a diverse world. ODEI is responsible for defining campus aspirations for student and faculty diversity, consistent with the law, and for overseeing strategic planning to realize those aspirations. ODEI oversees the campus-wide DEI Strategic Planning and Implementation Process, including reporting and evaluation of the central action items. In addition, the Center for Educational Outreach (CEO), Wolverine Pathways (WP), and Office of Academic Multicultural Initiatives (OAMI) report directly to ODEI. The ODEI Evaluation and Assessment (E&A) office provides oversight and consultation to each of these units of ODEI.

Job Summary

The ODEI Evaluation and Assessment (E&A) office is seeking a Research Area Specialist Senior to provide data analytic support to the strategic diversity, equity, and inclusion campus-wide planning and implementation process. This position will serve as the primary staff member working in service to the central evaluation of the DEI strategic plans of U-M schools, colleges, and units by assisting with the development and maintenance of a system and process for the tracking of DEI metrics and action items; assisting with the coordination and reporting of the campus-wide climate survey processes; and providing consultation to the 50 campus units for data-related and statistical analyses. In addition, the Research Area Specialist Senior will assist with the evaluation of the central U-M DEI action items, including instrument development, data collection, data cleaning, data analysis, preparation of documentation for data sets, and other duties as assigned.

The position is an FLSA exempt position that reports directly to the ODEI Director of Evaluation and Assessment.

The successful candidate will be a creative, solution and action-oriented, reliable, collaborative, skilled, and organized professional.

Duties/Responsibilities

- Work collaboratively with other staff to develop and maintain a system and process for the tracking of DEI metrics and action items.

- Assist with the coordination and reporting of the campus-wide climate surveys.
- Provide consultation to the 50 campus units (including the 19 U-M schools and colleges) for data-related and statistical analyses related to the units' DEI Strategic Plans.
- Assist with the evaluation of the central U-M DEI action items.
- Perform all data analytic aspects of the research process, including instrument development, data collection, data cleaning, data analysis, preparation of documentation for data sets, and manuscript and report preparation.
- Serve as the expert in statistical analysis, interpreting research findings, and writing up the results for reporting needs.
- Lead/assist with preparation of research papers and manuscripts for publication and presentation at conferences and workshops.
- The Research Area Specialist Senior will also be required to perform other duties as assigned.

Required Qualifications

- Master's Degree in statistics or social science discipline.
- At least five years of experience in data processing and analysis of a complex nature.
- Knowledge of research principles and practices.
- Demonstrated experience in the development of large-scale databases and/or dashboards.
- Demonstrated advanced skills in data management and analysis, including the cleaning and merging of datasets from multiple sources.
- Demonstrated quantitative research experience using statistical analysis such as ANOVA and regression modeling.
- Proficiency with SPSS.
- Proficiency in the Microsoft computing environment, particularly with MS Word, Excel, and PowerPoint.
- Previous experience with Qualtrics or other online surveying programs, and database management tools, such as Salesforce.
- Experience providing technical assistance to academic researchers.
- Exceptional attention to detail.
- Outstanding organizational skills and communication skills, both oral and written.
- Excellent interpersonal skills; and the ability to work both as part of a team and individually.
- Ability to manage multiple assignments while meeting deadlines.

Desired Qualifications

- Academic knowledge of a social science discipline, including advanced study or demonstrated capacity for social science research that is generally associated with an earned Ph.D., or an equivalent combination of education and progressively responsible work experience.
- Knowledge of higher level multivariate statistical modeling and techniques.
- An excellent command of contemporary diversity, equity, inclusion, and multiculturalism concepts and issues within higher education is desired.

- Demonstrated success in working effectively with a broad range of stakeholders including students, faculty, and staff from diverse racial, cultural, gender, sexual orientation, socioeconomic, and ability backgrounds also is desired.
- Experience with U-M business processes and systems, including U-M student records, is highly desired.
- Demonstrated program evaluation related to diversity, achievement, and/or access issues is a plus.

Salary Range

\$65,000-\$85,000, depending on qualifications.

Application Deadline

Job openings are posted for a minimum of seven calendar days. The review and selection process may begin as early as the eighth day after posting. This opening may be removed from posting boards and filled anytime after the minimum posting period has ended.

U-M EEO/AA Statement

The University of Michigan is an equal opportunity/affirmative action employer.