

**Position Title:** Researcher and Statistician

**Employer Location/Organization:** Discovery Center for Evaluation, Research, and Professional Learning, Miami University, Oxford, Ohio

**Hours:** Full-Time, 8:00am – 5:00pm, Monday – Friday

**Time Period:** 12-month contract, annual reappointment

**Keywords:** Statistician, Researcher, Evaluation, Data Analysis, Education

**Deadline for Submission:** March 1, 2017

**Posting/Screening Dates:** Screening of applications will begin March 1, 2017 and continue until the position is filled.

**Salary Range:** \$37,000 - \$45,000

**Summary of Position:**

The Researcher and Statistician will contribute a wide range of skills and knowledge to support data collection, analyses, and dissemination activities related to projects assigned to his/her Research and Evaluation Project Team. The Researcher and Statistician will promote the Center's mission by providing timely and accurate technical services, maintaining superior client relations, and working collaboratively with his/her Project Team.

**Essential Duties and Responsibilities:**

Researcher and Statistician to contribute a wide range of skills and knowledge to support data collection, analyses, and dissemination activities related to projects assigned to his/her Research and Evaluation Project Team. The Researcher and Statistician will promote the Center's mission by providing timely and accurate technical services, maintaining superior client relations, and working collaboratively with his/her Project Team. Assists Project Team in the development of proposals for external funding, including assisting in proposal preparation, background research, plan development, and proposal writing; performs multiple tasks related to Project Team projects, including development/revision of instruments, questionnaires, and interview protocols; collection and analysis of different forms of quantitative and qualitative data; and implementing project designs/plans as proposed; executes project data analysis plans and makes recommendations to his/her Project Team Leader for improvement; develops and maintains databases for Project Team projects; oversees data collection and processing for Project Team projects; creates and maintains online survey instruments using Qualtrics, or similar platforms; performs routine parametric and non-parametric statistical analyses (e.g., univariate and multivariate statistical analyses) using statistical computer software packages (e.g., SPSS, R, SAS); performs routine analyses of qualitative data using appropriate conceptual frameworks, methods and data analysis software packages (e.g., Nvivo); provides accurate and appropriate interpretation of data, applying knowledge of relevant research literature to the interpretation of analysis results; creates technical design documentation, including current and future functionality, database specifications, data mappings and diagrams to detail proposed implementation; produces aggregated and dashboard reports, and information systems using MS SQL, MS Access or/and MS Excel; summarizes analysis results in written format (interim, technical and annual reports, conference presentations) for varied audiences (e.g., lay and professionals); maintains compliance with state and federal research regulations; maintains regular communication with clients for Project Team projects; contributes to scholarly papers, presentations, and other professional documents; attends mandatory and voluntary training and professional development sessions to enhance knowledge and skills; other duties as assigned and related to Center's evaluation and research activities.

**Minimum Requirements:**

Bachelor's degree in educational psychology, statistics, data analytics, engineering, science, mathematics, or closely related field; at least 2 years of experience with, or education in standard quantitative and qualitative research methods; at least 2 years of experience with, or education in routine quantitative (e.g., t-test, ANOVA, regression, factor analysis) and qualitative data analyses using standard analysis tools and software; at least 2 years of experience in the use and application of statistical computer software packages, including SPSS, SAS, and/or R and qualitative data analysis tools (e.g., Nvivo); at least 1 year of experience managing large data sets using data management systems and spreadsheets (e.g., ACCESS, Excel); at least 1 year of experience with Microsoft Office Suite; experience may be accrued concurrent with advanced degree-seeking activities; excellent verbal and written communications skills; knowledge of educational research, preferably mathematics and science education; experience writing reports and other professional documents; ability to work independently and collaboratively on an evaluation/research team; ability to manage multiple tasks and complicated detail work accurately and efficiently within timeline; flexibility for travel to meet with clients, advisory groups, and to present at national conferences.

**Desired Qualifications:**

Graduate degree in statistics, data analytics, engineering, educational psychology, educational leadership, or related field; experience with Winsteps or other software for Item Response Theory modeling; experience using online survey platforms (e.g., Qualtrics) for data collection; experience generating and automating reports and dashboards in MS Excel, writing code and creating macros; experience developing and maintaining technical design documentation, including current and future functionality, database specifications, data mappings and diagrams; experience producing professional writings, including evaluation reports and grant proposals; experience working with US school data and large databases; experience working in a research group, focused on teaching and learning; experience managing multiple programs/projects simultaneously.

**Website/Application Instructions:**

Submit cover letter, resume, and list of three references to <https://miamioh.hiretouch.com/job-details?jobID=3775>. Inquiries can be directed to Emily Ryan at [ryanee2@miamioh.edu](mailto:ryanee2@miamioh.edu). Review of applications will begin on March 1, 2017 and continues until position is filled. The University is committed to equal opportunity, affirmative action, and eliminating discrimination and harassment. Miami University does not discriminate on the basis of age, color, disability, gender identity or expression, genetic information, military status, national origin, pregnancy, race, religion, sex, sexual orientation or protected veteran status in its application and admission processes, educational programs and activities, facilities, programs or employment practices. Requests for all reasonable accommodations for disabilities related to employment should be directed to [ADAFacultyStaff@miamioh.edu](mailto:ADAFacultyStaff@miamioh.edu) or 513-529-3560. Miami University's Annual Security and Fire Safety Report with information on campus crime, fires, and safety may be found at: <http://www.MiamiOH.edu/campus-safety/annual-report/index.html>. Hard copy available upon request. A criminal background check is required. All campuses are smoke- and tobacco-free campuses.