POSITION OPENING

CHICO STATE ENTERPRISES

25 Main Street, Suite 206 | Chico, California 95928-5388 | Phone 530-898-6811 | Fax 530-898-3391 | www.csuchico.edu/cse

POSITION: Research Analyst I, II, or III
Full-Time / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 705

LOCATION: Chico State Enterprises’ Center for Healthy Communities (CHC); This position can be completed remotely but the Research Analyst will be expected to have the ability to come to the main office as needed.

COMPENSATION:
- Research Analyst I $20.00 - $27.00/hour (pay commensurate with experience and education)
- Research Analyst II $26.00 - $35.10/hour (pay commensurate with experience and education)
- Research Analyst III $33.80 - $43.94/hour (pay commensurate with experience and education)

ESSENTIAL JOB FUNCTIONS: Under the direction of benefitted administrative staff, this Research Analyst will assist the CHC Director(s) responsible for research with data management, analysis and the preparation of scientific reports.

This Research Analyst is responsible for the following Research and Evaluation (R&E) activities for CHC programs as needed which includes but is not limited to the following areas:

- General CHC responsibilities
  - Coordination of all R&E deliverables across CHC grants and contracts;
  - Facilitate regular CHC R&E committee meetings in consultation with PIs and/or Lead Program Managers;
  - Contributing to CHC’s long-term goals and strategic objectives;
  - Contributing to team efforts by accomplishing other assigned tasks as needed;
  - Advises program managers in the selection and application of appropriate data collection and evaluation methods, techniques, practices and procedures;
  - Maintain Institutional Review Board (IRB) activities including human subject application and tracking.

- Data Science Team Lead
  - Mentor and manage projects for Data Science student interns and reporting staff on appropriate evaluation and research tasks as a means to strengthen the academic mission of the university;
  - Assist with staff training on research/evaluation activities (e.g. data management, spreadsheets, etc.) as needed;
  - Conducts advanced descriptive and comprehensive analyses of evaluation data for multiple purposes;
  - Attend R&E meetings for various CHC programs and provide updates and input on R&E activities;
  - Dissemination of program evaluations and research using typical (professional reports, posters, and publications) and atypical (blog posts, news articles, class presentations) methods;
  - Assist other team members on developing training webinars on evaluation topics such as data collection method and processes for subcontractors;
  - Implements and maintains clean and organized code following best practices for reproducible research;
  - With the assistance of team members, identify, design and implement automation solutions for current heavy workload manual tasks (e.g. file and folder organization);
  - Identify underutilized data sources and either facilitate further analysis or submit to an open source digital library.

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises' policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
EMPLOYMENT STANDARDS:
- Research Analyst I requires a Bachelor’s Degree in Statistics, Data Science or related field with prior research experience and 2 years of full-time related work experience
- Research Analyst II requires a Master’s Degree in Statistics, Data Science, or related field with experience working in the public health or related field, OR a Master’s Degree in, Public Health, or closely related field with demonstrated ability in programming and modern statistical analysis methods and 4 years of full-time related work experience
- Research Analyst III requires a Master’s Degree in Master’s Degree in Statistics, Data Science, or related field with experience working in the public health or related field, OR a Master’s Degree in, Public Health, or closely related field with demonstrated ability in programming and modern statistical analysis methods and 10 years of full-time related work experience
- The applicant must possess the ability to conduct reproducible quantitative research using scripts in a statistical programming in a language such as R, SAS, or Python, and have strong consulting, communication, visualization, and storytelling skills.
- Professional experience must demonstrate the ability to set priorities and deadlines to ensure projects are completed and questions and problems are responded to in a timely manner.
- The applicant should demonstrate innovative and analytical thinking and the ability to analyze problems, propose viable solutions, and assist on more than one project concurrently while working in an unstructured environment.
- The applicant must possess strong interpersonal, planning, writing and organizational skills

PREFERRED EMPLOYMENT STANDARDS:
- Experience supervising and training others in appropriate research, data management and statistical methods
- Desire or interest working on basic needs initiatives with low-income, diverse and underserved populations

BENEFITS: Benefits for employees working 30 hours or more per week include employer paid life insurance ($50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 14 paid holidays including 1 personal holiday; vacation accrual (up to 24 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:
- Cover letter
- Three professional references (recommendation letters not required)
- Current resume/cv that includes at a minimum work history, project reports, publications, presentations and/or other dissemination activities
- Provide hyperlinks to demonstrations of a recent quantitative statistical analysis or data science solution

APPLICATION DEADLINE: Application review begins May 5, 2020. Applications will continue to be accepted until the position has been filled. Applications can be submitted:

BY MAIL: Chico State Enterprises
25 Main Street, Suite 206
Chico, CA 95928-5388

IN PERSON: Chico State Enterprises
25 Main Street, 2nd Floor suite 206
Chico, CA

BY EMAIL: csejobs@csuchico.edu

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BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/cse/
The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

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