Research & Data Associate

Center for First-generation Student Success®

Summary

Established in June 2017 as an initiative of NASPA and The Suder Foundation, the Center for First-generation Student Success drives innovation and advocacy as the premier source of evidence-based practices, professional development, and knowledge creation for the higher education community to advance the success of first-generation students. As college and university leaders and practitioners are actively seeking avenues to best meet the specific needs of first-generation students, the Center for First-generation Student Success leads scholarly discussion, information sharing, networking, and program development and relies upon alignment with four strategic priority areas for success.

The key initiative within the Center's Innovative and Scalable Approaches strategic priority, First Scholars provides institutions of higher education with the tools, resources, and guidance to radically transform the first-generation student experience, advance academic and co-curricular outcomes, and take necessary steps toward a more inclusive institutional structure. First Scholars provides a framework of actionable outcomes supported through diagnostic tools providing critical institutional insight, a host of customized solutions and turnkey toolkits, robust data reporting, and the guidance of experts across the experience. The First Scholars Network, composed of institutions of higher education, serves as the backbone for this national scaling model. First Scholars is designed to allow institutions the flexibility to shape their experience to meet institutional needs while also aligning with the key evidence-based outcomes imperative to advancing the success of first-generation students.

The research and data associate will serve a vital role in coordinating and implementing the institutional data submission processes for the First Scholars Network. Working jointly with third-party partners, the associate will develop a comprehensive onboarding experience, guide institutions through successful submission, and support data analysis and reporting. The research and data associate will track data sharing agreement completion, data submission progress, and key milestones to ensure Network institutions are in compliance with all requirements. The associate will work closely with the associate director to deploy First Scholars diagnostic tools, complete data analysis, and prepare reports for institutions. The research and data associate will also support research, assessment, and evaluation efforts for future Center research as well as existing programs and services.

Reports To: Associate Director for Research and Analytics, Center for First-generation Student Success®

Supervises: This position will not have supervisory responsibilities.
Specific Responsibilities of the Position

The research and data associate will:

Data Analytics:
- Work with the Center's external data partner and First Scholars Network institutions to support institutional data submission across a set timeline;
- Analyze and interpret data from the institutional data submission using the external partner dashboards to evaluate First Scholars institutions' progress and institutional outcomes;
- Support institutional understanding of dashboards, data analysis, key performance indicators, and reports;
- Manage data collection for First Scholars diagnostic tools including Insights Tool and Institutional Readiness Assessment;
- Use the First Scholars diagnostic tools' custom analysis software to generate tables and charts and develop reports; and
- Prepare, analyze, interpret, and present data for various audiences using tables, charts/visualizations, dashboards, and written reports.

Project Management:
- Lead the relationship between the Center and the external data partner to establish processes and timelines and oversee through execution;
- Partner with external consultants to oversee data transformation, quality checks, and institutional relationships;
- Develop and implement a comprehensive data submission onboarding experience for Network institutions;
- Design Asana projects for tracking Network institutions' milestones and external provider engagements;
- Track Network members' completion of data sharing agreements, diagnostic tools, and required program elements;
- Prepare and deliver reports for institutions, stakeholders, and funders;
- Provide data visualization design support for recruitment collateral, presentation templates, video development, and editing;
- Lead elements of the formative and summative evaluation processes;
- Support the development of tools and guiding documents on assessment, evaluation, and data analytics for First Scholars Network institutions;
- Partner with Expert Guides to provide timeline information regarding data submissions, institutional progress, and needs; and
- Manage timely correspondence with First Scholars Network institutions, stakeholders, and partners and provide outstanding customer service.

Additional Responsibilities:
- Serve as part of the Center's research team on future projects;
- Support Center staff with research, assessment, and evaluation of programs and services to include First-gen Forward, CatalystFIRST, and the First-generation Student Success Conference;
- Participate in departmental, divisional, and organizational strategic planning, meetings, and projects; and
- Support Center and NASPA tasks, projects, professional development, and engagement as deemed appropriate.

**Qualifications:**
- A Bachelor's degree is required, Master's degree preferred, with experience in higher education, data science, statistics, and/or other relevant fields;
- Professional experience conducting quantitative and qualitative research projects, including manipulating, validating, and analyzing large-scale data, administering quality assurance processes, and writing research findings;
  - *Prior experience with the National Student Clearinghouse Postsecondary Data Partnership is highly desired.*
- Experience with complex, detailed project management with strong organizational skills, ability to establish priorities, and attention to detail and deadlines is required;
  - *Experience with project management in the Asana platform is a benefit.*
- A commitment to first-generation student success through personal experience, research interests, and/or practice;
- Strong oral and written communication skills as well as experience with data visualization and reporting;
- Familiarity with college and university data systems, fields, and reporting structures;
- Strong customer service, interpersonal skills, and critical thinking with the ability to manage competing priorities in a fast-paced environment;
- Proficiency in the use of Google Suite, Microsoft Office, Outlook, and video conferencing software; and
  - *Experience with Qualtrics, Tableau, and/or data visualization software is desired.*
- Ability to work efficiently and independently in a predominately remote work environment with both internal colleagues and external partners at various levels of leadership.

**Office Location/Working Conditions/Physical Requirements:**
This position may be based anywhere in the contiguous 48 states but may choose to work in the NASPA Washington, D.C. Office *(when re-opened)* with the option for occasional work from a remote location, if desired.

If remote, this position is home office-based with primary work on a computer, including phone, email, and video conferencing. Must have reliable internet capabilities.

Occasional overnight travel to NASPA and Center events is likely, traveling by air and ground transportation, when deemed safe.

**Employment Status:**
This position is classified as full-time, exempt status.

**Salary Information:**
The salary range for this position is $58,000 - $62,000 USD.

NASPA offers a comprehensive benefits package, flexible work schedule, and paid leave.
About NASPA:
NASPA is the leading association for the advancement, health, and sustainability of the student affairs profession. We serve a full range of professionals who provide programs, experiences, and services that cultivate student learning and success in concert with the mission of our colleges and universities. Established in 1918 and founded in 1919, NASPA comprises more than 16,000 members in all 50 states, 29 countries, and 8 U.S. Territories.

Through high-quality professional development, strong policy advocacy, and substantive research to inform practice, NASPA meets the diverse needs and invests in realizing the potential of all its members under the guiding principles of integrity, innovation, inclusion, and inquiry. NASPA members serve a variety of functions and roles, including the vice president and dean for student life, as well as professionals working within housing and residence life, student unions, student activities, counseling, career development, orientation, enrollment management, racial and ethnic minority support services, and retention and assessment.

NASPA is an equal opportunity employer. NASPA does not discriminate on the basis of race, color, national origin, religion, sex, age, gender identity, gender expression, affectional or sexual orientation, or disability in any of its policies, programs, and services.

To Apply:
Interested candidates should submit the following for consideration:
- a letter of interest;
- resume/vitae; and
- three references.

A complete set of materials should be submitted through this Asana form. Materials received by Monday, September 13, 2021 will receive priority consideration, but review will continue until the position is filled. Please send any questions to firstscholars@naspa.org with the position title in the subject line. No calls, please.