The Division of Student Affairs at the University of North Carolina at Charlotte is seeking applicants for the newly created position of Research Associate housed in the Student Affairs Research and Assessment Department. The department is responsible for facilitating and coordinating the research and assessment related activities within the Division of Student Affairs and select university wide initiatives through a variety of campus partnerships. The department also coordinates and supports strategic planning and institutional effectiveness measures across the division. In total, these responsibilities facilitate the development and active use of data in the decision-making process that is not limited to measuring operational effectiveness but includes reflections on the active student learning processes and other related measures of student success both inside and outside the classroom. The person in this role should have creative problem-solving skills and be independent, detail-oriented, and able to produce work at a high volume.

The Research Associate will contribute significantly towards advancing the culture of evidence within Student Affairs by collecting, manipulating and analyzing institution and student performance data to support professionals in their quest to connect program, department, and division activity outcomes with actionable data. The Research Associate will assist the Divisional Director and the Senior Research Associate and provide consultative leadership to the division staff as they conduct self-study reviews, identify and evaluate program and student learning outcomes, develop strategic priorities and plans, evaluate program effectiveness, assess functional outcomes, and allocate resources.

Duties and Responsibilities:

- Designs and conducts comprehensive assessment, evaluation, and/or research projects with limited oversight or supervision. 25%
- Creates reports to communicate findings for internal and external reporting; and presents complex information in an understandable and compelling manner. 25%
- Assists the department in coordinating the CAS program review process for the division. 20%
- Informs complex research questions/problems using analytical skills and descriptive and inferential statistical methods (ANOVA, regression, etc.). 15%
- Competency in multiple project management and organization. 15%
QUALIFICATIONS:

Minimum qualifications include a master’s degree in assessment and measurement, statistics, student affairs, higher education, education research or other research-oriented discipline related to assessment and evaluation, statistics, or social science. Applicants must have at least one year of related experience.

Preferred qualifications include a doctoral degree in assessment and measurement, statistics, student affairs, higher education, education research or other research-oriented discipline related to assessment and evaluation, statistics, or social science with one to three years of professional experience within student affairs coordinating and/or conducting assessment, evaluation, and/or research activities at the program, department or division level.

Expertise in data management, analysis and interpretation of data, and technical writing are necessary components of the position. Good communication skills and the ability to work in large, multidisciplinary teams is essential. Proficiency in SPSS and/or other statistical software packages is required. Experience with data visualization software (Tableau, etc.) is preferred. Experience using Campus Labs Baseline, Compliance Assist, and/or Engage platforms is desirable.

HOW TO APPLY

In order to be considered for the position, all applicants are required to submit a letter of interest addressing how the applicant meets the qualifications described above, a current curriculum vitae or resume, and a list of three references with full contact information online at https://jobs.uncc.edu for position #000828. References must include their current immediate supervisor, a colleague who they have conducted an assessment or research project for, and a third reference of their choice.

Additionally, original official transcripts, as well as a criminal background check, will be required upon offer of employment.

About the University

The University of North Carolina at Charlotte, North Carolina’s urban research university offers 29,000 culturally diverse students a range of undergraduate and graduate degree programs. The University is the fastest growing in the UNC system with new facilities and infrastructure, including the light rail line to Uptown Charlotte. Charlotte boasts a vast array of cultural and recreational opportunities and outstanding medical and community services to meet the interests and needs of a diverse population. In addition, Charlotte is two hours from the Blue Ridge Mountains and four hours from Carolina beaches. The University is within the boundaries of the Charlotte – Mecklenburg (CMS) public school system, which receives widespread recognition as one of America’s best school districts.

The University seeks to create an environment that fosters the recruitment and retention of a more diverse student body, faculty, staff and administration. In order to promote the university’s diversity goal, Student Affairs strongly encourages applicants from women, minorities, and historically underrepresented groups.