

## POSITION DESCRIPTION

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| <b>Position Title:</b> | <b><u>Spartan East Side Promise Research Analyst</u></b>              |
| <b>Department:</b>     | <b><u>Institutional Research &amp; Strategic Analytics (IRSA)</u></b> |
| <b>Reports To:</b>     | <b><u>Senior Director of IRSA</u></b>                                 |
| <b>Salary:</b>         | <b><u>\$38.00 per hour</u></b>                                        |
| <b>Exempt Status:</b>  | <b><u>Non-Exempt, Full Time Benefited</u></b>                         |

In partnership with the University Advancement Division, the Tower Foundation of San José State University is San José State University's 501c3 auxiliary organization dedicated solely to philanthropy. Tower Foundation assists with the development, investment, administration, and banking of all SJSU philanthropic donations to build a culture of philanthropy among its alumni and the university community.

## POSITION SUMMARY

The Spartan East Side Promise (SESP) Analyst plays a critical role in supporting the Year 1 foundational work of the SESP 2.0 initiative. Reporting to the Senior Director of IRSA, with a dotted line to the SESP Executive Director, this position will partner closely with project staff and core partners to operationalize a collective impact model for the Tower Foundation, San José State University (SJSU) and community partners. The primary purpose of this role is to develop a sophisticated data management and tracking platform that models and monitors longitudinal participant outcomes data to evaluate the impact of SESP core partners' interventions on college access, completion, and economic mobility over time

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Data Analytics and Reporting

Create a data platform focused on cross-sectional participation data to operationalize the SESP 2.0 collective impact model.

- Develop and publish dashboards to support core partners in strategic and operational planning to achieve the intended outcomes of the SESP project.
- Test the functionality of customized dashboards using SJSU data as a baseline prior to the collection of data from core community partners.
- Make dashboard templates readily available for core partners to monitor their own activities and progress.
- Apply various data visualization techniques to develop user-friendly reports that reflect the critical contributions of all core partners.

### Data Management and Stewardship

- Collaborate with the SESP Executive Director to identify the technical needs of core partners to monitor and evaluate the collective impact of SESP.

- Develop formal procedures for data collection and transfer to SJSU and distribution to external SESP core partners.
- Ensure that all data collected from SESP core partners and integrated with SJSU is securely hosted at SJSU.
- Formalize reporting tools that allow for the seamless and secure transfer of collected data.
- Manage and clean large datasets to optimize reporting functionality and overall efficiency.

### **Research and Evaluation Activities**

- Execute the initial conceptualization and instrument design (programming) for the SESP data infrastructure.
- Monitor longitudinal and observable increases in key educational attainment indicators such as college readiness (e.g., A-G eligibility, K-3 literacy rates, etc.), participation in dual enrollment programs offered by SJSU, the volume of applications from SESP target high schools to SJSU, and degree attainment at SJSU.
- Track enrollment metrics in career-focused majors, baccalaureate-level retention and graduation rates, and employment rates within six months of graduation.
- Operationalize data collection and evaluation processes to determine whether the collective impact of core partners has an effect on college access, completion and economic mobility over time.
- Collaborate with other IRSA staff and the Career Center on the design and functionality of student-focused data tracking tools.

## **QUALIFICATIONS**

### **Education:**

- Equivalent to graduation from a four-year college or university. Additional qualifying professional experience may be substituted for the required education on a year-for-year basis.

### **Experience:**

- One year of progressively responsible technical research or statistical experience including or supplemented by one year in the interpretation and graphic presentation of data. Graduate study in the social sciences, economics, mathematics, statistics, public or business administration or engineering may be substituted for the required experience on a year-for-year basis.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge and ability to use data information systems to build accessible, comprehensive data visualizations and dashboards.
- Ability to apply an analytic mindset to evaluate the effectiveness of policies, programs, and practices related to the SESP initiative.
- Ability to write original queries, integrate data sources, and develop business logic using SQL or similar techniques.
- Proficient writing and presentation skills including the ability to communicate technical data details to nontechnical audiences.

## **PHYSICAL REQUIREMENTS**

- The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Position may be required to work at a computer terminal and desk for long periods of time on projects. May be required to travel between campus offices and off-campus locations. Physical ability to utilize computer and other office equipment in performing a variety of office functions.

## **REASONABLE ACCOMMODATION**

The Tower Foundation of San José State University is committed to providing reasonable accommodations during the application process to qualified individual with a disability. Applicants may request an accommodation by contacting Human Resources at (408) 924-1127.

## **APPLICATION PROCEDURE**

To apply for this position, submit a resume and letter of interest to [towerjobs@sjsu.edu](mailto:towerjobs@sjsu.edu). If offered the job, it will be contingent on a successful background check.

### ***Tower Foundation is NOT a visa sponsoring organization***

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