SUCCESS Institutional Research Analyst

Job Description

Supporting Urgent Community College Equity through Student Services (SUCCESS) is a segment-wide initiative to enhance supports and services to improve outcomes for the most underserved populations. SUCCESS is an innovative collaboration among the 15 Massachusetts Community Colleges, the Massachusetts Association of Community Colleges, and the Massachusetts Department of Higher Education. The SUCCESS Institutional Research (IR) Analyst will serve as the centralized institutional research resource for the segment-wide Success Initiative. This position is grant funded, renewable annually subject to state appropriation.

Position Overview

As a result of effective, evidence-based advocacy for additional dedicated resources for student support services at Massachusetts' fifteen community colleges, the FY2021 state budget included $7M for "Supporting Urgent Community College Equity through Student Services (SUCCESS) grants to community colleges," which will be available through FY2022. While the FY2022 budget is still in progress, the collaboration is seeking an additional $14M for the next cycle.

The SUCCESS grants to each of the state's 15 community colleges currently range between $380K-$640K and are meant to provide wraparound supports and services to improve outcomes for their most underserved populations including, but not limited to, low- income, first-generation, minority, and disabled students and lesbian, gay, bisexual, transgender, queer and questioning students. These wraparound support activities are meant to build on proven successful support services, and include peer mentors, academic skills workshops, field trips to four-year universities, targeted academic, career, transfer, and scholarship advising, and other vital supports.

Working closely with the SUCCESS Leadership Team, including the SUCCESS Project Director, the SUCCESS IR Analyst will coordinate data collection required for reporting on the SUCCESS Initiative. This includes developing systems for collecting student level data and aggregate program information in compliance with the memorandum of understanding (MOU) established between MACC and DHE. The SUCCESS IR Analyst will support campus efforts to provide this information.

As part of segment-wide efforts to identify successful programs, summarize students' progress and build the case for the sustained programmatic support, the IR Analyst will analyze student and initiative information and report results through ongoing briefs, a participation and outcomes dashboard, and in an annual report written in collaboration with SUCCESS Initiative Project Director.

The SUCCESS IR Analyst is expected to work closely with the SUCCESS Initiative Project Director, the Success Initiative Leadership Team, the campus SUCCESS program directors, campus IR Directors, and in coordination with DHE and other segment-wide efforts to foster community college student success.

Essential Job Functions
- In collaboration with DHE Research and Planning staff, refine HEIRS data dictionary for the fields required for SUCCESS Initiative participants in the end-of-term submission file in compliance with the MOU between MACC and DHE.
- Coordinate the collection of annual program reports from all 15 Community Colleges.
- Analyze student-level data in compliance with the MOU between MACC and DHE.
- Collect and analyze qualitative data (surveys, interviews, and/or site visits) pertaining to the SUCCESS Initiative.
- Compile and coordinate distribution of shared documents, maintain accurate collection of shared files and information.
- Support and inform data collection to and from institutions to the governing board.
- Collaborate with MACC to develop advocacy materials to highlight both qualitative and quantitative findings regarding SUCCESS funding.
- Be involved and influence conversations at the state level as required and recommended.
- Offer presentations to share updates in conjunction with CC leaders as requested.
- Support the creation of a final report of findings in partnership with the CC leaders and representatives based on the analysis of campus data.
- Attend SUCCESS Initiative Coordinating Committee Meetings.
- Visit campuses to meet with project staff and campus IR staff.
- Communicate with IR staff on campuses about the SUCCESS Initiative reporting requirements.
- Develop, maintain, and update a dashboard to report SUCCESS Initiative outcomes.

Minimum Qualifications
- Master's Degree in social/behavioral science, education, statistics, or other related discipline.
- Minimum of 3 years of experience in data analysis or other research experience.
- Knowledge of research and assessment principles in higher education.
- Knowledge of higher education or community college systems and procedures.
- Well-developed skills in the use of commonly used software applications to conduct statistical analyses.
- Experience with Tableau or other data visualization applications.
- Excellent oral and written communication skills.

Skills and Attributes:
- Ability and willingness to work in a mixed face-to-face and remote environment. Some travel to physical meetings will be required.
- Demonstrate an ability work collaboratively and congenially with all other staff members.
- Strong attention to detail.

Salary:
Salary commensurate with experience and education.

Benefits:
This full-time, Commonwealth of Massachusetts position is classified as a Non-Unit Professional and includes a complete benefit package including competitive health insurance, dental insurance, basic life insurance, long-term disability insurance, paid sick, vacation and personal leave, educational benefits for employee/spouse/dependents, and excellent retirement benefits.

This is a remote position with the possibility of some in-person meetings at the MACC Boston office or one of the 15 Massachusetts Community Colleges.

Application Instructions:
Please send one PDF document with a cover letter highlighting your qualifications and a complete resume to careers@macc.mass.edu with **SUCCESS IR Analyst** in the subject line.

This position is open until filled.

The Massachusetts Association of Community Colleges is an Affirmative Action/Equal Opportunity Employer. We are committed to a diverse, multicultural, multi-ethnic work environment. Women, people of color, persons with disabilities and others are strongly encouraged to apply.

For more information and about MACC, visit: https://masscc.org/