Job Description for Research Area Specialist Intermediate

Name (Emplid)	TBD
Market Title and Job Code / FLSA	Research Area Specialist Intermediate 102907
Working Title (Title used in the Dept & MCommunity)	Research Area Specialist Intermediate
Reports to (Name & working title)	Shelly Conner, Associate Director and Director of Research & Evaluation
Department Name	556100, ADVANCE Program
Effort	100%, 40 hrs

Department Summary

For 20 years, the ADVANCE Program has produced innovative research and programming that improves faculty diversity, equity, and inclusion. Beginning in 2002 with an ADVANCE Institutional Transformation grant from the National Science Foundation and transitioning to Provost's Office funding in 2007, the program serves all U-M faculty on campus in four distinct areas:

- Recruitment - development and use of equitable recruiting practices
- Workplace Climate - focused on the improvement of unit climate
- Retention - preemptive strategies to prevent the loss of valued faculty
- Leadership Development - skill and career development for faculty leaders at all levels

The ADVANCE Program uses data to understand the faculty experience within a complex organization. ADVANCE seeks insights grounded in evidence-based research to inform policy and practices at the University of Michigan. Our 15+ person team supports these four areas through research and evaluation, programming, and administration efforts. Visit the ADVANCE website to learn more about our work.

Job Summary

The ADVANCE Research & Evaluation (R&E) team is a collaborative, multi-disciplinary group that takes a team-based approach to applied research, continued learning, and fostering innovation. R&E serves the University of Michigan through various research projects and provides evaluation support. You will be responsible for leading select projects and making positive contributions to the team (e.g.,

brainstorming solutions, leading discussions). Deliverables are expected to safeguard confidentiality, be of high quality, and completed on time.

Examples of assigned projects
- Climate assessments via survey of groups in a department (e.g., faculty, staff, PhD students)
- Conduct faculty exit interviews, scrub, code, and analyze qualitative survey data
- Research projects using secondary data to understand faculty climate and disseminate findings (e.g., journal publications, posters, white papers)

Responsibilities

Research Design and Data Management (30%)
- Combine rigorous quantitative and qualitative research methods (e.g., mixed-methods) in survey planning
- Survey design & development
- Administers surveys via Qualtrics
- Code survey data
- Propose evaluation plan using mixed methods to address research questions, including recommending a timeline for some parts of the project
- Continue to learn about frameworks; assist in the implementation of conceptual and theoretical frameworks
- Run business object queries to identify faculty who meet specific research criteria; working knowledge of institutional variables in the HR data warehouse
- Conduct interviews and co-facilitate focus groups; scrub, code, and analyze qualitative data
- Use secondary data to answer new research questions

Data analysis (25%)
- Identify and propose plan to conceptually integrate multiple sources of data from surveys and transform information across data sets
- Identify, run, and interpret statistical analyses (e.g., qualitative content analysis, ANOVAs and chi-squared)
- Maintain accurate documentation to support research projects
- Propose the data analysis plans
- Brainstorming and researching potential narratives that connect theory with findings

Applied Research Deliverables (25%)
- Distill key learnings and implications from data and survey results to inform actionable recommendations for department leadership
- Draft deliverables (e.g., reports/publications, white papers, memorandums, conference presentation, policy recommendation, PPT for leadership, infographic)
- Run code to create visualizations such as tables and figures in R to display survey research results to facilitate understanding of survey research findings

Additional Responsibilities (20%)

- Participate in staff & student hiring
- ADVANCE liaison to academic unit doing a climate survey assessment
- ADVANCE liaison to academic units (i.e., climate survey assessments)
- Interpret and summarize a wide variety of data
- Make positive contributions to our collaborative team, share expertise and learn from others
- Mentor students in their professional and skill development, career navigation

Qualifications and Positions Criteria

Required Qualifications

- Master's degree in social science or equivalent combination of applied education and experience
- 1-3 years of applied research experience post bachelor's degree including research experience using statistical software (e.g., R, SPSS) with noted emphasis on quantitative skills and a desire to continue to grow these skills
- Demonstrated ability to summarize findings and/or extract themes from quantitative and qualitative data (e.g., writing summary reports)
- Some content knowledge or experience in at least 3 of the following areas: studying of human behavior in organizations and the workplace; deriving principles of individual, group and organizational behavior; and applying this knowledge to improve problems within a complex work environment; diversity, equity and inclusion in organizations; organizational climate and culture; leadership and organizational dynamics; higher education contexts/working environment; drivers of employee wellbeing and retention; and the role of faculty in higher education

Successful candidates will have some of the following experiences (only in the full job description)

- A shared commitment to the University of Michigan and ADVANCE values, including demonstrated commitments to diversity, equity, inclusion, accessibility, and social justice
- Survey development and validation techniques
- Developing a program for implementing best survey research practices
- Interpretation of advanced statistical analyses (e.g., regression, content analysis, factor analysis, structural equation modeling)
- Data visualization techniques/software (e.g., Tableau, R)
- Applied experience in research projects that used secondary data to answer novel research questions
- Experience designing performance appraisal systems in contextGrant writing
- Project management and time management
- Problem-solving
- Cross-functional collaborations
- Data storytelling and persuasive writing and presenting data to different audiences

- Ability to make positive contributions to the team by working both independently and collaboratively
- Commitment to building a supportive work culture and a positive work environment at ADVANCE

Candidate Characteristics
- A shared commitment to the University of Michigan and ADVANCE values, including demonstrated commitments to diversity, equity, inclusion, accessibility, and social justice
- Ability to make positive contributions to the team by working both independently and collaboratively
- Continuous/process improvement experience and mindset
- Drive for results, with the ability to get things done and overcome obstacles
- Ability to quickly shift focus when priorities shift
- Commitment to building a supportive work culture and a positive work environment at ADVANCE
- Willingness to create and improve documentation to support our work

Financial/Budgetary Responsibility
Not applicable

Working conditions
The ADVANCE Program embraces a hybrid work model with a standard three days on campus for full-time staff appointments. Employees are welcome to work additional days in the office; occasional additional remote days are possible when additional flexibility is needed. Additionally, we offer flexible scheduling with core work hours between 9:30 am and 3:30 pm, so staff members have shared availability to support internal and campus collaboration, learning, brainstorming, and teamwork.

Physical requirements
The position requires the frequent use of a laptop computer.

Direct reports
May provide functional supervision to student research partners/employees.