

Program Planner Analyst (Research Analyst)

Florida College Access Center

Applications are accepted through the University of South Florida "Work at USF" portal. For a full position description and to apply, please visit: <https://www.usf.edu/work-at-usf/index.aspx>

ORGANIZATIONAL SUMMARY:

Florida College Access Network (FCAN), a statewide organization hosted by the University of South Florida System, is Florida's first collaborative network of state and local leaders, educators and organizations committed to increasing college and career readiness, access and success for all Florida students. FCAN's work combines research and policy analysis, public will-building and knowledge development, advocacy, statewide programmatic initiatives and the support of local college access networks throughout Florida.

POSITION SUMMARY:

FCAN seeks to hire a Research Analyst with a passion for developing the knowledge of broad stakeholder groups about research, data, policies, and best practices to increase postsecondary readiness, access, and success for all student groups, especially those traditionally underrepresented in higher education. This includes investigating evidence-based methods to affect positive change at the local, regional, and state level. The Research Analyst will be responsible for synthesizing research and data from a variety of sources to produce policy briefs, reports, and other products for a broad, non-academic audience. The position requires a Master's degree in education, higher education, public policy or other social science-related field. The successful candidate will demonstrate exceptional writing skills, strong analytical reasoning, and an understanding of best practices in data visualization. Additionally, a successful candidate will possess the ability to explain complex concepts and/or research findings to non-academic audiences, strong oral communication skills, and the ability to work collaboratively in a team environment.

RESPONSIBILITIES:

Research and Policy Analysis: Support the development of research briefs, reports, and other products (including blog posts and newsletter articles) related to college and career readiness, access and completion for underrepresented students in Florida. Work with professional staff, graduate assistants, and consultants for research and data projects. Conduct and manage quantitative and qualitative research and analyses.

Gathering and Synthesis of Data: Develops reports and databases for use at the local and state level to create awareness of education gaps and opportunities to address them. Develop data requests of public agencies. Support the Director of Research and Policy in the creation of data visualizations such as charts, graphs, infographics and interactive data dashboards.

Support and Technical Assistance for FCAN Partners: Support FCAN external partners, including state-level agencies and organizations as well as local college access networks, with research, evaluation, and data needs.

Communications: With Executive Director, staff, and consultants, support implementation of communications/marketing plans to promote FCAN initiatives, events, and publications as well as

market FCAN brand. Assists with and/or facilitates the organization of meetings, conferences, forums, events, training workshops, webinars, and other FCAN-hosted convenings, including the FCAN Summit. Supports development and dissemination of communications materials through a variety of venues, including reports, fact sheets, infographics, interactive data tools, digital collateral, conference and meeting presentations, blog posts, and op-ed pieces. Represents FCAN at professional conferences and workshops.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

This position requires a Bachelor's degree in a field directly related to the program responsibilities and two years of professional experience; or Master's degree in an area of specialization appropriate for the program

PREFERRED QUALIFICATIONS:

Ideally, the successful candidate will have experience with or knowledge of programs/practices focused on college readiness, postsecondary student supports, and workforce development. They will also ideally have experience with business development software (e.g. Tableau, Power BI).

SPECIAL SKILLS/TRAINING:

Broad knowledge of educational policy issues and data sources. Advanced understanding of Microsoft Excel. Excellent written and verbal communication skills. Ability to think analytically and critically. Ability to work individually as well as in a team environment.

Equal Employment Opportunity

USF is an equal opportunity, equal access academic institution that embraces diversity in the workplace.

The University of South Florida does not discriminate on the basis of sex and prohibits sexual harassment. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator. Reports may be made at any time either [online](#) or directly to the University's Title IX Coordinator.