

Counseling Center
University of Illinois at Urbana-Champaign
Position Title: Research Data Analyst

The University of Illinois Counseling Center is accepting applications for the position of Research Data Analyst. The successful candidate will join an energetic, diverse team of over 50 staff including clinicians, doctoral interns, professional staff, administrative staff as well as graduate assistants, undergraduate paraprofessionals, and practicum trainees. The University of Illinois Counseling Center's mission is to provide culturally competent services to a diverse clientele presenting with a wide range of psychological, educational, social, and developmental concerns. The Counseling Center is also an APA approved doctoral internship site.

[The University of Illinois at Urbana-Champaign](#) is located in the twin cities of Champaign and Urbana in central Illinois. Founded in 1867, the University of Illinois at Urbana-Champaign campus is located between the three major metropolitan areas of Chicago, Indianapolis, and St. Louis and is consistently ranked as one of the top public research universities in the country. [Our staff](#) works on campus with an academically talented and ethnically diverse student population, including 19 percent international students, 20 percent Asian students, 14 percent Latinx students, and 6 percent African-American students, for a total enrollment of over 52,600 students. The Counseling Center is also an accredited training site through the American Psychological Association, and includes training programs for doctoral and masters-level interns, graduate assistants and undergraduate paraprofessionals.

University of Illinois at Urbana-Champaign employees enjoy a high quality of life in the cities of Urbana-Champaign with exemplary compensation, excellent benefits, and stellar education assistance programs. The Counseling Center is looking for individuals with diverse backgrounds, experiences and ideas who embrace and value diversity and inclusivity to join our team.

The University of Illinois at Urbana-Champaign is an Equal Opportunity, Affirmative Action employer that recruits and hires qualified candidates without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or veteran status. For more information, visit <http://go.illinois.edu/EEO>.

Primary Job Functions

The Research Data Analyst is principally responsible for the Counseling Center's assessment and evaluation initiatives. This position requires the ability to select, create, and maintain appropriate assessment protocols, and to disseminate the results in a way that enhances agency programs and practices. An essential function of the position is to ensure the integrity of data collection and extraction processes. Quality assurance of data coding and input is also a key function of this position. In conjunction with the Information Technology Operations Manager, the Research Data Analyst will ensure that the clinical record keeping database is managed both effectively and efficiently as the primary reporting mechanism for clinical services.

The person in this position should possess expertise in mixed methodologies including both quantitative and qualitative data collection techniques and statistical reporting. This individual will be able to work autonomously and collaboratively, and possess superior statistical

knowledge as well as strong interpersonal and communication skills. This candidate must display initiative coupled with the capacity to partner with and advise those providing direct services to students.

Job duties and responsibilities for this position as research data analyst may include, but are not limited to:

- Coordinate and supervise the collection and analysis of Counseling Center assessment and research data relative to evaluation of Center programs/services and to client/student outcomes.
- Prepare and present summative and evaluative assessment reports to administrators and staff members to aid with program planning and decision-making.
- Train/supervise undergraduate paraprofessional service providers.
- Design assessment and research projects to evaluate services as well as to contribute to the field of knowledge.
- Remain current and knowledgeable about Counseling Center/Psychological research findings, as well as Student Affairs assessment practices and findings.
- Serve in a consultative and supportive capacity to other Counseling Center staff as they develop and conduct assessment and research questions/projects.
- Assist in selecting and/or developing assessment instruments as needed.
- Actively collaborate with other divisional and university personnel in conducting assessment/research projects.
- Spearhead and collaborate with others in the writing and submission of scholarly manuscripts for publication in peer-reviewed journals.
- Other duties as assigned by the director.

Education

Master's degree required (doctorate preferred) from a social or behavioral science field, emphasizing data analysis in public health, environmental health, epidemiology, bio statistics or related degree.

Experience

- Minimum of two years of experience in research/assessment methods, including strong skills in data analysis and use of databases is required.
- Expertise in the use of Excel as well as the use of statistical software packages (e.g. SPSS, STATA, R, and/or SAS) is required.
- Strong skills and experience in both quantitative and qualitative research (methodological design, instrument selection, statistical analysis, results interpretation) is required.
- Familiarity with student affairs/higher education assessment philosophies and practices is preferred but not required.

Knowledge Requirements

- Demonstrated experience working collaboratively and effectively in a team setting.
- Project management skills.

- Strong written and verbal communication skills demonstrated through reporting to a variety of stakeholders.
- Knowledge of emerging trends in college student populations.
- Ability to quickly learn new software applications.

Starting Date

As soon as possible after the closing date.

Appointment Terms

12-month term with 24-vacation days; full-time regular position.

Salary

Salary is competitive and commensurate with level of education and experience.

To apply, please create your candidate profile through <http://jobs.illinois.edu> and upload your cover letter, vita, and contact information for three references. For full consideration, please apply by September 30th, 2022. Interviews and inquiries may take place prior to the closing date; however, no hiring decisions will be made until after that date; applications will continue to be accepted until the position is filled. Interviews may be conducted before the deadline.

Applicants are strongly encouraged to submit three current letters of recommendation to:

Mary Barker, HR Associate – mdietz@illinois.edu

Additionally, this position is a security sensitive position.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer. The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit [Policy on Consideration of Sexual Misconduct in Prior Employment](#). As a qualifying federal contractor, the University of Illinois System [uses E-Verify](#) to verify [employment eligibility](#).