

Job Description

Job Title Research Specialist, Senior
Job ID 604997
Location Office of Management Developme
Full/Part Time Full-Time
Regular/Temporary Regular

[Return to Previous Page](#)[Switch to Internal View](#)

Workplace Culture

NAU is a community devoted to student success and sustained by an unshakable commitment to our shared mission, vision, and values. We—faculty, staff, and administrators—thrive by combining our efforts and working side by side to further NAU's culture of excellence.



Immigration Suppt/Sponsorship

NAU will not provide any U.S. immigration support or sponsorship for this position.

Job Description

The Alliance Bank Economic Policy Institute is a community outreach and applied research center housed in The W. A. Franke College of Business at Northern Arizona University. The Research Specialist Sr. will support the research activities of the Institute by serving as co-principal investigator and/or research associate in continuous/on-going research projects or in research support. The candidate will have demonstrated proficiencies in conducting economic/demographic analyses (labor market analyses, economic impact studies, etc.) utilizing data management technologies/applications, and preparing presentations/reports. The candidate will also work cooperatively with all of the Institute's internal units, including the Arizona Hospitality Research and Resource Center (AHRRC), the Rural Policy Institute (RPI), and the Center for American Indian Economic Development (CAIED). This position generally functions with co-principal responsibilities for a large research projects. This position may also be used in other highly technical research areas. This position requires specialized training and expertise, and the willingness to stay current in data analysis packages such as IMPLAN, SPSS, STATA, and SAS. Incumbents may be required to travel to remote locations to perform research experiments. This position differs from classified staff research positions in that typically greater education and experience is required. Projects tend to be more complex and wider in scope.

Minimum Qualifications

- Master's degree in a relevant field appropriate to the area of assignment AND three years related research experience; OR,
- Bachelor's degree in a field appropriate to the area of assignment and four years related research experience; OR,
- Any equivalent combination of experience, training and/or education.

Preferred Qualifications

- Master's degree in relevant area;
- Technical expertise in relevant areas of research;
- Excellent organizational, logistical, written, verbal communication and project management skills;
- Four years directly related experience; OR,
- Any equivalent combination of experience, training and/or education.

NAU is currently engaged in an Organizational Growth and Effectiveness Initiative, which focuses on positioning the University for future success of its operational practices. As a result, some aspects of this position may be subject to change, such as, but not limited to: duties, titles, reporting structure, etc.

Knowledge, Skills, & Abilities

- Knowledge of the principles and techniques of the subject discipline.
- Knowledge of modern research methods, data collection and analysis and skill in their application.

- Skill in leading, coordinating and/or supervising the work of others.
- Skill in analyzing and evaluating data.
- Ability to communicate effectively to internal and external stakeholders;
- Strong organizational, logistical, written, verbal communication and project management skills;
- Acts independently or works cooperatively with faculty in designing research projects, establishing priorities and recommending schedules, time tables, and costs
- Can act as co-investigator and/or research associate for research projects or grants
- Ability to perform statistical analyses which include selecting appropriate analysis procedure, setting up data for analysis judging validity and reliability of data, designing and writing programs to perform the analyses, and producing written reports on the results.
- Serve as a liaison with other NAU departments as needed
- Willingness to engage in field work.
- Willingness to train staff and/or students.
- The ability to work effectively with people from a variety of culturally diverse backgrounds.

Background Information

Northern Arizona University requires satisfactory results for the following: a criminal background investigation, an employment history verification and a degree verification (in some cases) prior to employment. You may also be required to complete a fingerprint background check.

Additionally, as an employer in the state of Arizona, NAU is required to participate in the federal E-Verify program that assists employers with verifying new employees' right to work in the United States.

Finally, each year Northern Arizona University releases an [Annual Security Report](#). The report is a result of a federal law known as the Clery Act. The report includes Clery reportable crime statistics for the three most recent completed calendar years and discloses procedures, practices and programs NAU uses to keep students and employees safe including how to report crimes or other emergencies occurring on campus. In addition, the [Fire Safety Report](#) is combined with the Annual Security Report for the NAU Flagstaff Mountain Campus and NAU-Fort Defiance as these campuses have on-campus student housing. This report discloses fire safety policies and procedures related to on-campus student housing and statistics for fires that occurred in those facilities.

If you would like a free paper copy of the report, please contact the NAUPD Records Department at (928) 523-8884 or by visiting the department at 525 E. Pine Knoll Drive in Flagstaff.

Salary

This position's pay grade is 52. The salary range for this paygrade can be found on the [CLS Grade Schedule](#).

**The starting salary will be determined by the qualifications of the selected applicant balanced with departmental budget availability, internal salary equity considerations, and available market information.

FLSA Status

This position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and therefore will not earn overtime or compensatory time for additional time worked.

Benefits

This is a Classified Staff (CLS) position. NAU offers an excellent benefit package including generous health, dental and vision insurance; participation in the Arizona State Retirement System; paid vacation and 10 holidays per year; and tuition reduction for employees and qualified dependents. More information on benefits at NAU is available on the [Human Resources benefits website](#). Classified Staff employees are in a probationary status for their first six months at NAU.

NAU is a tobacco and smoke-free campus.

Employees offered a position will be eligible for state health plans (including NAU's BCBS Plan). New employees are [eligible for benefits](#) on the first day of the pay period following their enrollment, after their employment date. Employees will have 31 days from their start date to enroll in benefits. Additionally, new employees will begin participating in the Arizona State Retirement System, and the long-term disability coverage that accompanies it, on the first of the pay period following 6 months after the new employee's start date.

Learning and Development

Your career at Northern Arizona University includes the opportunity for professional development. [New employee on-boarding training](#) includes courses to be completed within the first 30 days. If your position includes the supervision of a benefit-eligible employee, we offer the NAU Supervisors Academy for you to complete within your first 2 years.

Application Deadline

June 22, 2020 at 11:59pm

How to Apply

To apply for this position, please click on the "Apply" button on this page. You must submit your application by clicking on the "Submit" button by midnight of the application deadline. If you need assistance completing your application there are instructions available on the [Human Resources website](#) or in person in the Human Resources Department located in Building 91 on the NAU Campus - on the corner of Beaver and DuPont Streets.

If you are an individual with a disability and need reasonable accommodation to participate in the hiring process please contact the Office of Equity and Access at: 928-523-3312/TDD - 928-523-1006 or PO Box 4083, Flagstaff AZ 86011.

Equal Employment Opportunity

Northern Arizona University is a committed Equal Opportunity/Affirmative Action Institution. Women, minorities, veterans and individuals with disabilities are encouraged to apply. NAU is responsive to the needs of dual career couples.

[EEO is the Law Poster and Supplements](#)

NAU is an Employer of National Service. AmeriCorps, Peace Corps, and other National Service alumni are encouraged to apply.

[Return to Previous Page](#)

[Switch to Internal View](#)