# PROGRAM OPERATIONS ANALYST

<table>
<thead>
<tr>
<th>Req #:</th>
<th>199928</th>
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<tbody>
<tr>
<td>Department:</td>
<td>MINORITY AFFAIRS</td>
</tr>
<tr>
<td>Job Location:</td>
<td>Seattle Campus</td>
</tr>
<tr>
<td>Posting Date:</td>
<td>12/02/2021</td>
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<tr>
<td>Closing Info:</td>
<td>Open Until Filled</td>
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<tr>
<td>Salary:</td>
<td>Salary is commensurate with education and experience</td>
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<tr>
<th>Limited Recruitment:</th>
<th>Other</th>
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<tr>
<td>Shift:</td>
<td>First Shift</td>
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<tr>
<td>Notes:</td>
<td>As a UW employee, you will enjoy generous benefits and work/life programs. For detailed information on Benefits for this position, <a href="https://www.uw.edu">click here</a>.</td>
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As a UW employee, you have a unique opportunity to change lives on our campuses, in our state and around the world. UW employees offer their boundless energy, creative problem solving skills and dedication to build stronger minds and a healthier world.

UW faculty and staff also enjoy outstanding benefits, professional growth opportunities and unique resources in an environment noted for diversity, intellectual excitement, artistic pursuits and natural beauty.

For over 50 years, the Office of Minority Affairs & Diversity (OMA&D) has advanced diversity, equity, and inclusion at the University of Washington, a campus that sits on tribal land. Through our programs and partnerships, we create pathways for diverse populations to access postsecondary opportunities, nurture and support their academic success, and cultivate a campus climate that enriches the educational experience for all. This legacy of work continues to drive excellence at the UW and together, we help the university work toward its vision for becoming a more just and equitable campus community. More information about the Office of Minority Affairs & Diversity is available at [OMAD](https://www.uw.edu).

The Washington Mathematics, Engineering, Science Achievement (MESA) program is housed within the College Access unit. Launched more than 40-years ago, Washington MESA is one of the 11 "MESA States" in the national MESA USA network. Mathematics, Engineering, Science Achievement (MESA) is nationally recognized for its innovative and effective academic development program. MESA engages thousands of educationally disadvantaged students, so they excel in math and science and graduate with STEM degrees. MESA partners with all segments of higher education as well as 6-12 institutions.
As a statewide organization, WA MESA is committed to building pathways to careers in science, technology, engineering & mathematics (STEM) for traditionally underrepresented minority (URM) students, including women, Native Americans/Alaska Natives, African Americans, Hispanics/Latinos, and Hawaiian/Pacific Islanders. WA MESA supports six (6) regional MESA K-12 Centers geographically placed throughout the state of Washington to coordinate and deliver STEM-focused programs and services to middle and high school students.

In partnership with the Washington State Board for Community and Technical Colleges (SBCTC), MESA Community College Programs (MCCP) are housed within twelve (12) of the 34 community colleges in Washington. Through high-impact services and programming, MCCP Centers seek to accelerate the number of historically underrepresented community college students on their STEM career pathway. More information about WA MESA is available at https://depts.washington.edu/wamesa/.

WA MESA seeks a highly talented and industrious individual interested in being a part of a small, team-oriented, collaborative staff to help us achieve our ambitious goal(s). The Data Analyst will report directly to the Executive Director and work in close collaboration with the Director for K-14 STEM Education to deliver understandable, actionable, and compelling insights derived from MESA Center reports, current research, and best practices in STEM education.

**The UW has an outstanding opportunity for a Program Operations Analyst!** The Analyst will be an imaginative and energetic individual with a proven record of progressively responsible experience mining data, identifying success metrics, developing, and maintaining analytic templates, and providing technical support.

Although WA MESA oversees “decentralized” centers with offices located at other higher education institutions connected by subcontracts, the Data Analyst’s role is to evaluate WA MESA programs from a statewide organization perspective. He/She will not direct the work of the center directors but will ensure WA MESA program fidelity across centers. In partnership with the State Board of Community and Technical College Research and Evaluation staff, the Data Analyst will collaborate and assist with reporting MCCP success in meeting intended success goals.

The principal investigator named by state statute is the Provost of the UW and his delegate to the organization is the Vice President and University Diversity Officer. The Data Analyst will interact and collaborate with 6 - 12 and MCCP directors to evaluate the WA MESA pathway programs.

The position requires the use of sound judgment and a thorough understanding of research, evaluation, and data analysis. The position requires a complete understanding and development of the landscape of higher education that is specific to historically underrepresented student populations. The position requires excellent communication skills and the ability to engage policymakers to pursue interest and commitment to institutionalizing the MESA grade 6 -16 pathway model in Washington.

The Washington MESA Program was created by the state statute RCW 28A.188.080 and administered through the University of Washington. The program is designed to promote the awareness of career opportunities and increase skills to encourage (and support) career opportunities for women and minority groups who are historically underrepresented in STEM fields.

The Data Analyst will evaluate the efficacy of the program, and its impact on women and underrepresented minorities in STEM as they prepare for and move through the MESA program. The evaluation of the program will be shared with external stakeholders and partners. Though most students MESA serves are located and served by external institutional partners, there is an opportunity to leverage and share high-level
organizational learnings of how to nurture a diverse group of students to create a strong URM STEM pipeline.

RESPONSIBILITIES:
• Work in tandem with the high-capacity consultant group contracted to develop the WA MESA program database management and tracking system.
• Provide oversight for the collection, compiling, analyzing, and reporting of MESA data.
• Create data reports that are visually appealing and easily digestible for a broad array of internal and external stakeholders/audiences.
• Analyze information to identify trends, patterns, gaps, and opportunities using descriptive analytics.
• Develop scorecards to easily translate strategy into objectives and performance indicators.
• Query data to address special informational requests as the direction of the Executive Director.
• Develop business processes and protocols to manage data, including coordinating system upgrades and maintaining documentation for implementation of system changes.
• Partners and collaborates with WA state Education Research and Data Center (ERDC), the Washington Office of Superintendent of Public Instruction (OSPI), school districts, 6 -12 and MCCP Directors to ensure that analytics and program data is collected accurately, routinely, and updated quarterly by 6 -14 Directors and/or designated staff.

Technical Support:
• Cultivates an organization-wide culture of evaluation, efficacy, learning, and continuous improvement. Implements quarterly reports - ensuring that, on a quarterly basis, programming and marketing data is updated and highlights are shared by 6 - 12 and MCCP directors.
• Partners and collaborates with 6 -12 and MCCP programs to make recommendations to improve program impact tracking across the organization.
• Partners with OMAD Advancement, Communications, and Institutional Research to ensure that impact findings inform WA MESA marketing and communications efforts.

Research, Evaluation, and Reporting
• Conducts programmatic and organization-wide evaluations.
• Research trends in STEM literacy, awareness, identity, and career-connected learning.
• Assists collect data and relevant research for STEM grant proposals submitted by WA MESA
• Develops and maintains research partnerships with external evaluators and research institutions.
• Creates story and data-driven reports that integrate impact evaluation and illuminate key findings to power communications in print, online, social media and improve program design.
• Perform other duties as assigned

Lead Responsibilities
• The Data Analyst will oversee data collection, analysis, and reporting efforts.
• The Data Analyst manages data collection platforms, develops resource materials, and provides technical support.

MINIMUM REQUIREMENTS:
• Bachelor's Degree and
• Three (3) years of work experience in system support and analysis, or research and evaluation, or data/business analysis or similar role
• Proficiency with research and data tools such as R, Python, SAS, etc., and skilled in the integrated use of Access, Tableau, Excel, and/or Query Analyzer, or another platform.
• Experience designing data collection tools such as surveys, interview guides, checklists, observation, and focus groups templates, etc.
DESIRED EXPERIENCE
• Strong knowledge of statistical concepts, with technical skills to manage and transform data.
• Experience creating data visualizations designed for impact and understanding.
• Demonstrated experience providing training and technical assistance to stakeholders.
• Strong communication skills and comfort in presenting data.
• Demonstrated success working with underrepresented populations and strong cultural competence.
• Possess strong interpersonal skills and a proven track record of cultivating relationships and gaining buy-in from colleagues and stakeholders.
• Ability to navigate client relationships, and skill at applying an equity lens when considering program needs.
• Ability to design, develop, test, and document systems, products, and materials.

Application Process:
The application process for UW positions may include completion of a variety of online assessments to obtain additional information that will be used in the evaluation process. These assessments may include Workforce Authorization, Cover Letter and/or others. Any assessments that you need to complete will appear on your screen as soon as you select "Apply to this position". Once you begin an assessment, it must be completed at that time; if you do not complete the assessment you will be prompted to do so the next time you access your "My Jobs" page. If you select to take it later, it will appear on your "My Jobs" page to take when you are ready. Please note that your application will not be reviewed, and you will not be considered for this position until all required assessments have been completed.

Applicants considered for this position will be required to disclose if they are the subject of any substantiated findings or current investigations related to sexual misconduct at their current employment and past employment. Disclosure is required under Washington state law.
Committed to attracting and retaining a diverse staff, the University of Washington will honor your experiences, perspectives and unique identity. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable and welcoming.

The University of Washington is a leader in environmental stewardship & sustainability, and committed to becoming climate neutral.

The University of Washington is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

To request disability accommodation in the application process, contact the Disability Services Office at 206-543-6450 or dso@uw.edu.

COVID-19 VACCINATION REQUIREMENT

Governor Inslee's Proclamation 21-14.2 requires employees of higher education and healthcare institutions to be fully vaccinated against COVID-19 unless a medical or religious exemption is approved. Being fully vaccinated means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. As a condition of employment, newly hired employees will be required to provide proof of their COVID-19 vaccination. View the Final candidate guide to COVID-19 vaccination requirement webpage for information about the medical or religious exemption process for final candidates.