



## Research Data Specialist I Job Bulletin Permanent, Full Time

**This position is being re-advertised. Applicants who have already applied will be considered and do not need to reapply.**

The California Student Aid Commission (CSAC) is seeking a Research Data Specialist I (RDS I). In this role, you will help CSAC and its stakeholders to use data to improve financial aid for California students.

As an RDS I on the Data, Analysis and Research Team, you will conduct research and quantitative analysis. You will also develop and maintain projection models; prepare statistical data and reports; respond to both internal and external data requests and assist with budget preparation and expenditure projections.

You will use your expertise to provide technical guidance and to answer questions with data to facilitate the development of new programs and policies.

Read more details about this opportunity at [CalCareers](#).

**About you:** You are a data analyst who wants to use data to improve financial aid. The following bullet points describe you:

- You are proficient in Microsoft Office and have experience with SQL query language and/or statistical software such as SAS, STATA, R, or SPSS.
- You have attention to detail when performing data entry and analyzing large datasets.
- You can reason logically and creatively.
- You can use a variety of analytical techniques to resolve or provide information regarding complex governmental and managerial problems.
- You are familiar with the Commission's financial aid programs and/or California higher education institutions.
- You have strong communication skills, including written and interpersonal skills.

### **Location:**

CSAC's Headquarters:  
11120 International Drive, Suite 100  
Rancho Cordova, CA 95670

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on the California Student Aid Commission's current telework policy.

While the California Student Aid Commission supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises, as determined by the Department. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements consider an employee's designated Headquarters Location, primary residence, and may be subject to change by the California Department of Human Resources. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

**Salary:** Range A – \$6,061.00 - \$7,587.00 per month

**Benefits:** Benefit information can be found on the [CalHR](#) website and the [CalPERS](#) website.

**Last day to apply:** March 24, 2023.

For more details and to apply, visit [CalCareers](#).

**What you'll do:**

- Conduct independent research and quantitative analysis.
- Develop and maintain projection models.
- Prepare statistical data and reports.
- Assist with large-scale surveys of student populations.
- Respond to both internal and external data requests.
- Assist with budget preparation and expenditure projections.
- Assist with modeling impacts of legislative changes to student populations.
- Interact directly with a wide range of stakeholders.

**About the CA Student Aid Commission**

As the principal state agency, the California Student Aid Commission is responsible for administering financial aid programs for students attending public and private universities, colleges, and vocational schools in California. By joining us, you become part of a passionate and driven organization dedicated to its mission where all areas across the organization are aligned with the common goal of developing technical and analytical skills and leadership abilities, through promoting teamwork and cross-functional teams.

**About the Data, Analysis, and Research Team**

The Data, Analysis, and Research Team (DART) is responsible for data management and reporting, research and special studies, Cal Grant projections, statistical analysis, and legislatively mandated reports. The staff is annually responsible for the development of the Cal Grant projections, income and asset ceilings, and Student Expense Budgets.

**Diversity, Equity, and Inclusion at CSAC**

Diversity Statement: Here at the CSAC, we want all of our employees to feel respected, valued, appreciated, and equipped to thrive. CSAC encourages employees to work together to fuel the creativity and innovation process necessary to serve our customers well. This

commitment fosters an inclusive work environment where all backgrounds, cultures, and personal experiences are honored as we join in common cause to make college affordable for all California students.

The State of California is an Equal Employment Employer to all, regardless of age, ancestry, color, disability (mental and physical, exercising the right to Family Care and Medical Leave), Gender, Gender Identity or Expression, Genetic Information, Marital Status, Medical Condition, Military or Veteran Status National Origin, Political Affiliation, Race, Religious Creed, Sex (includes Pregnancy, Childbirth, Breastfeeding, and related medical conditions), and Sexual Orientation of any person.