**ASU Job Title:** Graduate Research Assistant  
**CFA Job Title:** GIS & Data Analyst, Progress Meters  
**Location:** Downtown Phoenix (541 E. Van Buren, Suite B-5, Phoenix, AZ)  
**Full-Time/Part-Time:** Part-time (.5 FTE; 20 hours/week)  
**Salary Range:** Compensatory stipend, based on the school in which the student is enrolled; begins at $17,100 for the academic year  
**Priority Deadline:** Friday, April 17th; applications will be considered until a suitable candidate is identified

**NOTE:** This is a grant-funded position. Continuation is contingent on future grant funding.

**Job Description:**
CFA seeks a part-time GIS and Data Analyst to support the development and interpretation of data associated with the Arizona We Want Progress Meters. In February 2019 the Progress Meters were launched as tools to help inform local and statewide decision-making to enable solutions that advance the priorities of Arizonans. Now, they need to be continually updated, analyzed to identify key information that can be elevated to inform community action, and tools must be further developed to aide in the interpretation and dissemination of information.

The general responsibilities of this position include: (a) supporting the Director, Progress Meters in maintaining timely collection and interpretation of data, (b) supporting the interpreting and disseminating of information to internal and external audiences, (c) working as a team, supporting the development of a Geographic Information Systems mapping platform for use in interpreting, analyzing, and disseminating information to internal and external audiences, and (d) interfacing with internal and external teams, committees, and coalitions in support of identifying new data sources and metrics that can be added to the Arizona We Want Progress Meters.

The ideal candidate will have experience with collecting, interpreting, and communicating with data from various sources and in Geographic Information Systems (GIS) mapping, analysis, and geodatabase development and administration. Demonstrated experience working in a dynamic and rapidly-changing team-oriented environment is preferred.

This position reports to Director, Progress Meters.

**Essential Duties:**
- Maintain the Progress Meters by collecting and interpreting the most recent, relevant data for internal and external communications;
- Organize data in systems that allow multiple staff to access and use it for internal and external products and communications;
- Interpret data to uncover essential information that can be used to advance communications, strategic initiatives, and to inform internal organizational decision-making;
- Develop a GIS-based geodatabase that will be used to analyze and communicate data through maps for internal and external use;
- Create products including maps, charts, and other graphics in support of internal and external communications, presentations, and reports;
- Provide training in geodatabase and data products for internal staff;
- Support the CFA team in communications, presentations, and outreach activities;
• And other duties as assigned.

Minimum Qualifications:
• Must be enrolled (for a minimum of six hours) in a graduate degree program at ASU (preferable in a relevant field).
• Willing to work at the ASU downtown campus.

Desired Qualifications:
• Candidate for OR bachelor’s degree in GIS, Urban Planning, Cartography, Geography, or a related field;
• At least one year of experience in communications, cartography, GIS, research, or related;
• GIS proficient including in advance analysis, map making, and geodatabase administration;
• Experience in communications including social media, preferably for a non-profit organization;
• Spanish language proficiency

Working Environment:
• Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse.
• Occasional bending, reaching, lifting, pushing and pulling up to 20 pounds.
• Regular activities require ability to quickly change priorities, which may include and/or are subject to resolution of conflicts.
• Clearly communicate to perform essential duties.
• Expected to be responsive to customers, engaged in work production, resourceful, flexible and respectful of others.
• Travel involving operation of a motor vehicle, must have access to an automobile, have and maintain a valid Arizona driver’s license.

Organization Statement:
The Center for the Future of Arizona (CFA) engages the hearts and minds of Arizonans to create a bright future for our state. More than a think tank, CFA is a non-partisan “do tank” combining research with collaborative partnerships and initiatives that drive the state’s economic prosperity, quality of life and civic health. For more information about CFA and our current efforts, please visit www.arizonafuture.org.

The Center for the Future of Arizona is a 501(c)3, and an affiliate organization of Arizona State University under the Office of the President Emeritus. CFA is supported by public and private donors and organizations from across Arizona and throughout the country.

Instructions to Apply
Please use the subject line “Progress Meters GRA” and email cover letter and resume/CV to: RA.apps@arizonafuture.org