

POSITION DESCRIPTION

Research Analyst

Position Research Analyst

Department/Site Institutional Research, Planning and Effectiveness

FLSA Non-Exempt

Evaluated by Director of Institutional Research, Planning and Effectiveness

Salary Range 49

Summary

This position is responsible for assisting the Director of Institutional Research in conducting institutional research. This includes the development and dissemination of: analytical data related to academic, student, and administrative programs; data support for strategic planning, accreditation activities, enrollment trends and required state and federal reports, research, design analysis, and trend monitoring for institutional decision-making. Under direction, works with administrative, instructional, and classified staff, and other outside agencies to implement research studies, coordinate and disseminate research information; assumes and performs related duties and responsibilities as required. This is a 12-month assignment.

Essential Duties and Responsibilities

- Assists the Director of Institutional Research with designing, implementing, coordinating, and participating in research projects.
- Implements research studies which may relate to topics such as student retention, and tracking, student outcomes, follow-up studies, student skills assessment, demographics, institutional self-study, and community and business needs assessment, and collects statistical data.
- Analyzes data in relation to policy questions and study purposes; creates statistical tables and graphic displays.
- Assists the Director of Institutional Research in the writing of comprehensive research reports and makes oral presentations explaining research findings, implications, and applicability.
- Assists in identifying district research needs.
- Consults with college departments, faculty, and staff relative to research needs, designs, and analysis.
- Attends meetings and maintains communication with other college departments.
- Provides data in support of grant proposals.
- Trains office personnel and assigns work to staff; monitors progress of staff and projects.
- Assists in the analysis and interpretation of academic, student and administrative data in support of data-driven decision-making.
- Aids in the development of all levels of data supportive of educational master planning, enrollment trends, and required internal and state/federal external reports including annual reporting for two Title V grants, and other grants in the future.
- Works closely with the Title V managers/faculty for both solo and cooperative federal grants to maintain information about all cohort students relative to identified pathway milestones and measures. Designs, develops, and implements information systems and data bases to assist in the tracking of students enrolled in cohorts.
- Works closely with University of La Verne to compile and maintain monthly statistical reports related to milestones for all cohorts in the Title V Cooperative Grant.
- Assists in identifying and correcting errors in the District's electronic databases.

POSITION DESCRIPTION

Research Analyst

- Serves on District committees as assigned.
- Independently performs professional work involving judgment in the interpretation and application of data to the programs and services of the District.
- Effective communication both orally and in writing.
- Performs duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- Demonstrated knowledge of current principles and procedures of social-science or higher-education research planning, design, methodology, and analysis; principles, theories, techniques, and methods of inferential and descriptive statistics; computerized information systems as they pertain to research; computer software such as statistical analysis, word processing, database management, spreadsheets, graphics, and telecommunications. Strong written and oral communication skills and organizational skills.
- **Abilities**
 - Demonstrated ability to exercise critical judgment and creativity and to work independently; establish priorities for, plan, and organize a variety of work assignments; interpret accurately institutional policies and procedures; keep information secure and confidential; work cooperatively and effectively in an environment with diverse staff and students.

Physical Abilities

- Seeing to inspect written documents, communicate with District staff, sitting for extended periods of time, bending, kneeling and reaching to retrieve and file records, and dexterity of hands and fingers to operate a keyboard and other office equipment.

Education and Experience

- A bachelor's degree, and three years of research experience; or, in the absence of a bachelor's degree, an associate degree, or the completion of at least sixty (60) college-level semester units, and five years of research experience; or, in the absence of an associate degree, or the completion of at least sixty (60) college-level semester units, seven years of research experience.

Licenses and Certificates

- Requires a valid driver's license.

Working Conditions

- Work is performed in an office environment with minimal exposure to health and safety considerations.