

## **POSITION DESCRIPTION**

Senior Research and Planning Analyst

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**Position** .....Senior Research and Planning Analyst  
**Department/Site** .....Institutional Research, Planning and Effectiveness  
**FLSA** .....Non-Exempt  
**Evaluated by** .....Director of Institutional Research, Planning and Effectiveness  
**Salary Range**.....57

### **Summary**

This position is responsible for assisting the Director of Institutional Research, Planning and Effectiveness in coordinating and leading the efforts in conducting institutional research. Under the direction of Director of Institutional Research, Planning and Effectiveness, independently designs and conducts complex quantitative and qualitative research projects and supports a broad range of institutional planning activities. This includes the development and dissemination of analytical data related to student, academic, and administrative programs; data support for strategic planning, accreditation, enrollment trends, and required state and federal reports; and trend monitoring for institutional decision-making. Under direction, works with administrative, instructional, classified staff, and other outside agencies to implement research studies; coordinates and disseminates research information; assumes and performs related duties and responsibilities as required. This is a 12-month assignment.

### **Essential Duties and Responsibilities**

- Assists Director with evaluating and responding to requests for complex or original research; works independently with requestors to clarify their needs and optimize the utility of research results.
- Independently designs, coordinates, and conducts a wide variety of institutional research projects, including but not limited to, enrollment trends, student outcomes, demographics, program assessment, and community characteristics.
- Prepares comprehensive research reports with narratives, tables, and graphs. Delivers oral and written presentations explaining research findings, implications, and applicability.
- Assists the Director in anticipating and identifying District research needs.
- Independently works with faculty, staff, and administrators to coordinate and clarify data needs.
- Attends meetings and maintains communication with other college departments.
- Provides data in support of grant proposals.
- Assists the Director with creating and maintaining the Data Coach training program.
- Provides technical guidance and training to junior research staff members.
- Provides the analysis and interpretation of academic, student, and administrative data in support of data-driven decision-making.
- Provides data to departments and programs to support program review, student learning outcome assessment, grant development, enrollment management, and other campuswide initiatives.
- Coordinates the office efforts in maintaining information about all cohort students relative to identified pathway milestones and measures.
- Designs, develops, and implements information systems and databases to assist in the tracking of students enrolled in cohorts.
- Develops and maintains documentation related to student information systems, research and planning practice, and procedure.

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- Evaluates data acquisition processes and resources to ensure accuracy and completeness.
- Plans, develops, and implements techniques to optimize the efficiency and effectiveness of data collection, research, and reporting activities.
- Collaborates with departments and programs to diagnose and troubleshoot issues in the District's student information databases and ensures integrity of the databases.
- 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.
- Performs duties as assigned that support the overall objective of the position.
- Collaborates with external agencies to fulfill the data needs of educational master planning, student outcome research, and other state/federal reporting requirements.
- Creates and maintains data dashboards. Provides technical support to faculty and staff in using dashboards.
- Participates in regional and state professional organizations dealing with institutional research and planning.
- Supervise student workers when applicable.

### **Qualifications**

Demonstrated knowledge of the following:

- Principles and procedures of social-science or higher-education research planning, design, methodology, and analysis.
- Principles of survey design, data collection, and dissemination.
- Computerized information systems as they pertain to research.
- Computer software such as statistical analysis, data visualization, database management, spreadsheets, and telecommunications.
- Current trends in higher education and California community colleges.
- Strong written and oral communication, and organizational skills.

Demonstrated ability to perform the following:

- Apply advanced knowledge of methodologies and processes in conducting institutional research.
- Exercise critical judgment and creativity; work independently with little direction.
- Identify equity gaps in data and perform equity analysis.
- Plan, organize, and manage multiple priorities and a variety of work assignments.
- Accurately interpret institutional policies and procedures.
- Keep information secure and confidential.
- Work cooperatively and effectively in an environment with diverse staff and students.
- Communicate and present complex technical information to stakeholders.
- Clarify data and diagnose issues that may be highly technical and/or obscure to ensure the accuracy of institutional data.
- Learn and utilize new tools, procedures, and computer software related to institutional research and planning.

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#### **Physical Abilities**

- Ability to inspect written documents, communicate with District staff, sit for extended periods of time, bend, kneel, reach to retrieve and file records, and dexterity of hands and fingers to operate a keyboard and other office equipment.

#### **Education and Experience**

- Any combination equivalent to a bachelor's degree from an accredited college/university with a major in social/behavioral science, economics, statistics, educational administration, or related field, and five years of full-time experience involving statistical research, planning, and data analysis.

#### **Licenses and Certificates**

- None required.

#### **Working Conditions**

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