

SAN JOAQUIN DELTA COMMUNITY COLLEGE

Research Analyst

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DESCRIPTION

Under the direction of the Dean of Planning, Research, and Grants Development. Plans, designs, conducts, and interprets research projects for the evaluation of operational and program performance including matriculation activities, student outcome measures, and institutional effectiveness. Prepares reports and responds to information requests from institutional, state, and federal sources. Maintains database and web page necessary to support institutional research function.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

Essential responsibilities and duties may include, but are not limited to, the following:

1. Designs, plans, conducts, and reports on research studies which meet the information needs of the District. Utilizes appropriate statistical procedures and sampling techniques. Conducts and compiles appropriate survey data as required.
2. Coordinates data collection and analysis in support of the institutional research program. Creates, develops, and maintains databases as necessary to support research.
3. Develops and maintains an Internet web page providing access to institutional research reports and data.
4. Responds accurately and timely to internal and external requests for institutional data and information.
5. Researches, tests, and evaluates software applications appropriate for use in institutional research.
6. Provides technical assistance and leadership for faculty and staff engaged in institutional or classroom research projects.
7. Collects, maintains, indexes, and updates reports and reference material used for institutional research.
8. May supervise and evaluate the work of student workers employed to assist in the institutional research effort and/or temporary employees or consultants employed to assist with specific research projects.
9. Performs related duties and responsibilities as required.

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DESIRABLE QUALIFICATIONS

Knowledge of:

- Methods and techniques of research in education, psychology, or the social sciences.
- Methods and techniques of inferential statistical analysis.
- Methods and techniques of computer use, including database, spreadsheet, and word processing programs.
- Methods and techniques of use of the Internet for retrieving and displaying data and information.
- Sensitivity to and understanding of the cultural, socioeconomic, and ethnic diversity of the community college.

Ability to:

- Design and conduct quality research.
- Gather, validate, and interpret data from a wide variety of sources, including literature and Internet searches.
- Analyze data and develop understandable presentations of the data and analysis.
- Perform statistical analyses using available software and interpret the results and findings.
- Place and interpret research findings in the context of higher education and the community college.
- Communicate clearly and concisely, both orally and in writing.
- Employ correct English usage in spelling, grammar, and punctuation in technical writing and to effectively display data in graphic and tabular form.
- Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of responsible research, analysis, and report presentation experience, preferably in higher education.

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Education:

Equivalent to a Bachelors degree from an accredited college or university with significant coursework in research methods and statistical analysis.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard.

Adopted: 12/07/99