

INSTITUTIONAL RESEARCH ANALYST

DEFINITION:

Under general supervision, the Research Analyst performs a variety of statistical, analytical, and organizational tasks to support institutional planning, decision making, and effectiveness projects; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from other classifications by its focus on technical institutional research, evaluation, and continuous quality improvement.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

Design, develop, and conduct qualitative and quantitative research studies, including creation and implementation of analytical tools, measurement procedures, and data collection instruments.

Compile, prepare, write, edit, and coordinate the publication of research and other reports in various formats for the Division of Research, Planning, and Institutional Effectiveness and the college.

Compile information and data for, and otherwise coordinate completion of, reports assigned to the Division of Research, Planning, and Institutional Effectiveness. Provide information and data for reports assigned to other college offices.

Review, collect and evaluate national, state, and local surveys, research studies, white papers, and other relevant literature on current and best practices and other relevant topics, and present and otherwise communicate and convey these studies to college constituents.

Design, implement, and complete forms and templates for organizational and external data and information reporting purposes.

Utilize survey tools, computer software, interviews, focus groups, statistics packages, and other instruments and media as appropriate for efficient and effective research design, quantitative and qualitative data collection and analysis, and reporting.

Organize and present clearly and effectively research-based information, analysis, results, and interpretations to technical and nontechnical audiences.

Communicate effectively both orally and in writing with college personnel and others.

Serve as expert support and/or lead to continuous quality improvement initiatives on campus

Serve on college committees in an expert ex-officio capacity

MINIMUM QUALIFICATIONS:

Note: The level of knowledge and skill required is proportional to the level at which the job is being filled.

Knowledge of:

Database systems / data warehouses (e.g. Access, Hyperion, SQL, Banner, or similar) and/or principles and use of relational databases.

Statistics software (e.g. Stata, SPSS, Excel, R, or similar packages).

Data and information analysis and interpretation.

Quantitative and Qualitative data analysis.

Applied research methodology, including statistical procedures and measurement techniques.

Research design, methods, implementation, and analysis.

Report preparation and presentation.

Ability to:

Communicate effectively both orally and in writing to audiences with a wide range of technical expertise.

Complete complex tasks in a timely manner with minimal supervision.

Work cooperatively as a team member.

Learn and use a variety of software.

Analyze and interpret complex data and information.

Reason logically and creatively and apply the logic to research topics.

Meet schedules and time frames consistently.

Other Requirements:

Must possess and maintain a valid California driver's license.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Any combination equivalent to: Bachelor's degree in education, social or behavioral science, business, statistics, computer science or related field from an accredited institution and one year of experience conducting applied research and data analysis, or closely related experience.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Vision sufficient to read computer screens and handwritten and printed documents; manual dexterity to operate keyboards and manipulate papers; speech and hearing to obtain and relay information; and bending and reaching to obtain or replace files and records. This work is performed indoors in a typical office environment

