Position: Research Analyst	Salary Grade: 27
Department: Planning and Research	FLSA: Non-exempt

Summary

Under the direction of an assigned manager, perform extensive and technical institutional research and evaluation duties including data collection and analysis, program using statistical software, formulate database queries, design and produce complex tables, graphs and reports, design and administer surveys, obtain research information from appropriate data sources, and perform other related research collection, analysis, and dissemination tasks in support of institutional effectiveness, institutional planning and decision-making, accreditation, Student Equity Planning (SEP) and Student Success and Support (SSSP).

Essential Duties and Responsibilities

- Collect, evaluate and report qualitative and quantitative information using database, spreadsheet and statistical software.
- Collect, arrange and review data according to project and study specifications and requirements; review a variety of data to ensure accuracy and completeness; prepare statistics, research data and reports for distribution and dissemination to appropriate audiences.
- Input and code a variety of data and information into an assigned computer system using various software applications including database, spreadsheet, statistical and word processing software; design database objects including tables and queries and connect to various data sources to extract and analyze data; generate a variety of data objects including, but not limited to, tables, spreadsheets, graphs and charts for use in projects, studies and analysis.
- As directed, design, develop and conduct institutional research projects and activities in support of a variety of areas and programs; assist in implementing studies and analysis including disproportionate impact studies, enrollment and projections studies, scheduling efficiency studies and student success and outcomes studies.
- Provide research support by designing appropriate surveys and other data collection instruments; design and implement follow-up evaluation activities for various research projects; assist college staff with conducting classroom research projects.
- Provide data and statistics, technical support and assistance to staff, faculty, administrators and others concerning various topics including but not limited to, institutional effectiveness, institutional planning and decision-making, accreditation, SEP and SSSP, as directed.
- Collaborate with key stakeholders as directed in the design, development and implementation of research projects; advise personnel and others concerning research design, survey development and test validation; establish and maintain relationships with other offices and staff to acquire, provide, and ensure the integrity of data and research.
- Provide research support for State-mandated matriculation projects and activities including assessment test instruments, evaluations, analysis and recommendations.
- Provide support for a variety of narrative and statistical records, reports and files related to institutional effectiveness, institutional planning and decision-making, accreditation, SEP and SSSP.

- Maintain current knowledge of policies, procedures, laws, codes, regulations and pending legislation related to institutional effectiveness, institutional planning and decision-making, accreditation, SEP and SSSP; make recommendations to assure compliance with local, state, and federal requirements as appropriate.
- Attend and participate in various meetings, workshops, and professional development opportunities; prepare and deliver oral presentations concerning project and study data and findings.
- Perform other related duties as assigned.

Qualifications

- **Knowledge and Skills**

Standard office procedures and equipment; interpersonal skills using tact, patience and courtesy; correct English usage, grammar, spelling and punctuation; operate a variety of office machines including computers and appropriate software; computerized data storage and retrieval; statistical methods and computerized statistical analysis using statistical, database, spreadsheet, presentation and word processing software; technical and research report writing and presentation methods.

- **Abilities**

Perform statistical analysis using computerized statistical software and accepted statistical methods; use software packages used in a research and planning office including statistical, database, spreadsheet, presentation and word processing software with proficiency and competence; learn federal, state, and local policies and regulations regarding research in educational institutions; establish and maintain cooperative and effective working relationships with others; communicate effectively both orally and in writing; understand and follow oral and written instructions; work independently with little direction; prioritize and schedule work; prepare and deliver oral presentations; work confidentially with discretion with sensitive information.

- **Physical Abilities**

  Requires sufficient ambulatory ability to reach light-weight work materials. Requires sufficient hand/eye coordination and manual dexterity to keyboard at an advanced rate. Requires sufficient visual acuity to recognize words, letters and numbers. Requires sufficient auditory ability to carry on conversations with individuals and small groups, both in person and on the phone.

- **Education and Experience**

  Any combination equivalent to: Bachelor's degree in mathematics, statistics, computer science, economics, business, social sciences, education or related field and two years' experience involving mathematical or statistical research and analysis including work with computer databases and statistical and/or spreadsheet software applications. Master's degree is strongly preferred

- **Licenses and Certificates**

  Requires a valid driver's license.

- **Working Conditions**

  Work is performed indoors where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Board Approved: May 16, 2019