

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Research Analyst II

Department: Institutional Effectiveness

Location: District or College Wide

Date: 7/1/2019

POSITION PURPOSE

Under the direction of an assigned administrator, the Research Analyst II serves as a lead analyst in developing and maintaining institutional research programs. The position provides support for research data management and quality assurance programs; supports the development and maintenance of strategic district or college planning processes; uses and analyzes data and conducts research to support decision-making, budgeting, assessments and evaluations, and enrollment management and to support the district or college in maximizing educational effectiveness and program performance.

KEY DUTIES AND RESPONSIBILITIES:

1. Serve as a lead research analyst in district or college research projects.
2. Develop institutional research studies using a wide variety of research analysis methodologies and technologies.
3. Collect, compile and assemble statistical data, including the District, regional, state and national.
4. Design, prepare and disseminate a variety of statistical reports and survey data and present to a wide variety of audiences both internal and external.
5. Establish and maintain databases related to student success including retention, persistence, course completion, placement and others.
6. Develop, use, and maintain query tools and templates for accessing data in data warehouse and other databases; assess needs for access and query templates.
7. Work as a team member in composing, preparing, editing and proofing other office research documents, reports, memos, and correspondence prior to college-wide or district-wide distribution.
8. Provide training and support for faculty and staff on query tools, templates, and topics of special research interest, including research/evaluation/survey designs, statistical methods, testing and assessment concepts.
9. Support colleges in the preparation of grant applications and reporting such as Title III to funding organizations.
10. Assist with other college studies including studies of transfer rates, transfer readiness, institutional effectiveness and student satisfaction.
11. Stay current on findings and trends in institutional research and planning, especially as related to data management, data warehousing, decision support systems, and institutional research web site use and support.
12. Participate in local, regional, and state activities to promote institutional research and planning and for professional development.
13. Represent the department on district or college planning councils and institutional effectiveness committees.

14. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Research design, methods, sampling, statistics, and analytical strategies and techniques typically used in institutional research.
2. Current management information systems software including database, spreadsheet and graphic display.
3. Advanced formula and macro usage in spreadsheets and databases.
4. Database query tool use, data reduction and display techniques.
5. California community college data element structures.
6. Principles and techniques of information display and presentation in an environment with diverse audience.
7. Modern office practices, procedures and equipment including computer operation.
8. Oral and written communication skills.

Skills and Ability to:

1. Lead in the development and maintenance of complex database systems and a decision-support system for institutional research purposes
2. Design and conduct institutional research projects and studies including research design, methods, statistical analysis, qualitative research methods, and analytical techniques.
3. Set up database for projects with a view to the data's relationship to the total project goals and outputs.
4. Read, analyze and interpret statistical reports, professional journals, technical procedures or governmental regulations.
5. Write reports, business correspondence and procedures manuals.
6. Gather, validate and interpret data from a wide variety of sources including literature and Internet searches.
7. Perform appropriate statistical analyses and interpret results and findings.
8. Communicate effectively both orally and in writing.
9. Establish and maintain cooperative and effective working relationships with others.
10. Work independently with little supervision; prioritize work and meet schedules.

Experience and Education:

1. Bachelor's degree in statistics, mathematics or related field.

2. Two years of directly related research work experience.
3. Work experience as a lead with evidence of increasing responsibility over the work of others.
4. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of groups historically underrepresented, and groups who may have experienced discrimination
5. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills to do so.

WORKING CONDITIONS

Environment:

1. Typical office environment.

Physical Demands:

1. Dexterity of hands and fingers to operate a computer keyboard.
2. Sitting or standing for extended periods of time.
3. Hearing and speaking to exchange information in person or on the telephone.
4. Seeing to read a variety of materials.

Board Approved: 5/26/15, 6/11/19 (effective 7/1/19 title to use on college)

Salary Range: 115

EEO Category: 2B2 – Other Professionals