

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

Position: Research Analyst

Department: Institutional Effectiveness & Student Success

Location: District Office

Date: August 12, 2017

POSITION PURPOSE

Under the direction of the Executive Director, Institutional Effectiveness & Student Success, assist with planning, designing, conducting and interpreting research projects for the evaluation of District-wide operational and program performance.

KEY DUTIES AND RESPONSIBILITIES:

1. Assist with developing institutional research studies, analyzing research results, designing and producing reports; assure accuracy and timely completion of projects.
2. Design and/or prepare a variety of survey and evaluation tools.
3. Design and prepare a variety of written and statistical reports, both recurring and new, in a timely manner and in a variety of presentation formats and publications.
4. Contribute to the development and maintenance of Institutional Research related web pages on the District Intranet.
5. Disseminate research information, written reports, statistical tables and charts, and survey data to administrators, faculty, staff, Board members, State agencies, other colleges and interested individuals.
6. Assist in designing spreadsheets, statistical tables and associated graphics using appropriate computer software.
7. Collect, compile and assemble statistical data, including college, District, regional, State and national.
8. Assist colleagues on composing, preparing, editing and proofing other office research documents, reports, memos, and correspondence prior to campus-wide and District-wide distribution.
9. Establish and maintain databases related to student success including retention, persistence, course completion, placement and others.
10. Assist with other college studies including studies of transfer rates, transfer readiness, institutional effectiveness and student satisfaction.
11. Maintain current knowledge of District and external data resources and research and statistical tools and techniques.
12. Maintain a high level of knowledge related to complex data retrieval systems and database processing hardware and software.
13. Maintain current and high knowledge level of research techniques, reporting requirements and trends in institutional research.

14. Maintain departmental files and records.
15. Respond to requests, working with requesters to clarify their needs and optimize the utility of research results.
16. Assist in the design and implementation of accountability and evaluation data related to grants such as Title III at EVC and SJCC.
17. As a member of the office team, answer phones, take messages, mail, assist the director as needed.
18. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Statistics, statistical applications, collection and correlation of data.
2. Advanced research techniques and statistical methods.
3. Current management information systems software including database, spreadsheet and graphic display.
4. Advanced formula and macro usage in spreadsheets and databases.
5. Information display and presentation techniques.
6. Proper English usage, spelling, grammar, punctuation, editing and proofreading techniques.
7. Administrative office practices, procedures and equipment.
8. Computer programming languages.
9. Various web page design software and graphics products.
10. Telephone techniques and etiquette.

Skills and Ability to:

1. Evaluate and recommend appropriate software for special projects
2. Set up a database for projects with a view to the data's relationship to the total project goals and the outputs required.
3. Utilize language skills to read, analyze and interpret statistical reports, professional journals, technical procedures or governmental regulations.
4. Write reports, business correspondence and procedures manuals.
5. Present information and respond to questions from groups of managers, program coordinators and the general public.
6. Utilize mathematical skills to apply concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry.
7. Apply concepts such as fractions, percentages, ratios and proportions to practical situations.

8. Utilize reasoning to define problems, collect data, establish facts and draw valid conclusions.
9. Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
10. Effectively communicate and interact with persons of diverse backgrounds and abilities.
11. Establish and maintain cooperative working relationships with those contacted during the course of work.

Experience and Education:

1. Bachelor's degree in statistics, mathematics or related field.
2. Two years of directly related research work experience.
3. 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.
4. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic back of groups historically underrepresented, and groups who may have experienced discrimination.

WORKING CONDITIONS

Environment:

1. Typical office environment.

Physical Demands:

1. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time, to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operation of office equipment required repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Board Approved: 01/2001, 05/2007, 08/12/2008
Salary Range: 100
EEO Category: 2B3 – Technical/Paraprofessional