

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: RESEARCH ANALYST

BASIC FUNCTION:

Under the direction of the Director of Institutional Research, the Research Analyst performs a variety of data support tasks and specialized projects requiring a high degree of technical knowledge, skills and independent judgment. Incumbents gather, tabulate, analyze, chart data and prepare reports of average to difficult complexity. The Research Analyst provides administrative support to selected research and planning functions, assists in the planning, coordination and implementation of data collection and analysis associated with the college plans, including the college Student Success and Support Program (SSSP), Strategic Educational Master Plan, Program Review, and Student Equity plans.

REPRESENTATIVE DUTIES:

Performs responsible and varied work supporting the Office of Institutional Research. Organize, prioritize, and schedule work on a multitude of research-related requests from College constituents.

Manages data requests, provides data extractions and analytical support in the areas of student demographic, course enrollment, student engagement, service usage, academic performance, regional employment trends and outcomes of programs and services. Produce reports and presentations containing summary data in graphical, tabular, narrative forms.

Follows ethical standards for research including ensuring the security of data, protecting student privacy and human subjects of research, and maintaining the confidentiality of unitary data. Gathers data and calculate baseline and outcomes data for grant applications and reports.

Performs data entry and manipulation of data using database and spreadsheet applications/software, including application of formulas and functions, and utilization of data queries. Downloads, organizes and evaluates data from external and internal sites and databases; transfers data to other applications, such as Excel, for analysis. Compiles and uploads datasets for various external agencies. Reviews data for accuracy and consistency.

Assists in the administration of College-wide surveys including organization, distribution and collection of surveys and the compilation and reporting of survey results. Compiles and reports results from online and scanned (optical mark reader) surveys. Scans, downloads online survey data to assemble standard reports.

Responds to general requests for data and information from students, staff and the general public. Triage requests to determine how each will be fulfilled. Updates and provide administrative support to the College's integrated planning software and assists with training College employees in the use of the system.

Provides administrative support to the Director for planning committees and events, including the production of minutes for the research- and planning-related meetings. Maintains record-keeping system of proposals submitted to the Institutional Review Board (IRB). Provide other support to the IRB. Designs, update and maintain Institutional Research & Planning webpages and intranet pages.

Attends college and inter-departmental meetings in an effort to ensure compliance with and implementation of regulations, policies, and procedures. Assists in gathering and maintaining data and statistical information in an effort to ensure appropriate services are provided to students in compliance with district and state regulations, policies, and procedures.

Provides training to employees on data reports, college integrated planning software, accessing student level data, program review, and use of databases. Conducts literature reviews in support of research projects. Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Research design, methods and techniques, preferably as they pertain to institutional research in higher education.

Technical research report writing methods, including content, organization and styles.

Descriptive and introductory inferential statistical methodologies and practices.

Computer-based data management systems, preferably database, statistical, and spreadsheet.

Statistics, statistical applications, collection and correlation of data.

Methods of planning and conducting studies and designing reports.

Computer based management information systems applications.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Presentation techniques including multi-media and web publishing Standard office practices and procedures, including filing and record keeping and the operation of standard office equipment such as computers, printers, digital scanners and calculators.

ABILITY TO:

Perform data extraction, manipulation, calculation and basic-level analysis following standards of research practice.

Review and verify data with efficiency, thoughtfulness and accuracy.

Effectively communicate in English both verbally and in writing.

Work accurately and efficiently under pressure of deadlines and changing priorities.

Meet schedules and timelines.

Maintain records and prepare reports.

Work cooperatively and supportively with others.

Approach problems and research studies with objectivity.

Interpret, apply and explain rules, regulations, policies and procedures.

Exercise good judgment, tact, courtesy and patience.

Work independently with limited direction.

Search both electronic and hardcopy information sources.

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

Remain current with applicable Federal, State and local laws, regulations, codes, and guidelines related to assigned activities.

Operate a variety of equipment and machines such as personal computer, digital scanner/photocopier, calculator and printer.

Comfortably and effectively use Excel, Word, PowerPoint and other office software, including use of mathematical functions and application of formatting.

Quickly learn new software including large enterprise data systems and web and document design tools.

EDUCATION AND EXPERIENCE:

Bachelor's degree in psychology, sociology, economics, public administration, education, or related fields from an accredited college or university and t least two years of related experience that demonstrates the ability to retrieve and manipulate data, compile and create statistical reports, perform calculations and summarize results of data. Experience in higher education and research related software programs (STATA, SPSS, SQL Server Management Studio and Data Tools, MS Access) preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Duties are primarily performed in a college environment while sitting at a desk or computer terminal. However, incumbents must be willing to drive to various sites to administer surveys, collect data, and to attend or provide workshops for different stakeholders. Incumbents have extensive interactions with faculty and staff, frequent interruptions, noise from talking or office equipment, and demanding timelines.

PHYSICAL DEMANDS:

Incumbents regularly sit for long periods of time, walk short distances, use hand and fingers to operate office equipment, reach with hands and arms, stoop, kneel, or crouch to file, are required to speak clearly and distinctly for the purpose of providing information or over the telephone; see to read fine print and operate a computer; hear and understand voices over the phone and in person; lift, carry, and/or move object weighing up to 25 pounds.