

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: RESEARCH ANALYST

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an administrator, perform data/information research, processing and analysis tasks in support of District programs and plans; organize, collect and analyze data for various projects throughout the District.

REPRESENTATIVE DUTIES:

Identify and retrieve appropriate District and/or external sources of data for research projects using suitable tools including the Internet. **E**

Maintain up to date knowledge of the District, and internal and external data resources as it pertains to an educational setting. **E**

Assist in the identification of appropriate statistical tools and techniques to areas of study such as: matriculation, prerequisites, assessment, program evaluation, accreditation, student learning outcomes and student characteristics. **E**

Organize and prepare research-based information, and clearly and effectively produce this information in narrative, tabular, and graphical mode. **E**

Design and implement data collection instruments; collect appropriate data from specified campus activities, and analyze and interpret data appropriately. **E**

Design data elements and create queries to retrieve data using query languages for the purpose of answering typical current questions and anticipating future ones. **E**

Organize activities for a variety of meetings and projects; attend meetings to work with requesters to clarify their needs. **E**

Use various tools in order to maintain an institutional research calendar and help to ensure that cyclical project timelines are met. **E**

Provide technical and analytical support as it pertains to faculty, staff and administrator needs. **E**

Update and maintain Institutional Research web pages. **E**

Perform related duties as assigned.

Research Analyst – Continued

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation and manipulation of microcomputer database, word processing, and graphics software applications.

Microcomputer-based statistical packages (e.g. SPSS, Excel).

Research, data collection, analysis and evaluation methodologies, principles, and techniques, including survey design, sampling techniques, and statistical analysis.

Operation of computer equipment such as scanners and external memory devices.

Data entry techniques.

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

Research methods and report writing techniques.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

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

Develop and validate information from a variety of sources.

Assemble diverse data and prepare clear and concise reports.

Design appropriate data structures and relationships.

Develop methods for end-user reporting, access, and retrieval of information from the research database warehouse.

Operate a computer terminal to enter data, maintain records and generate reports.

Operate a variety of computer equipment such as OMR scanners, flatbed scanners, and data storage devices.

Analyze and interpret data and situations accurately.

Communicate effectively both orally and in writing.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Relate to and understand diverse academic, socio-economic, cultural, disability and ethnic backgrounds of community college students.

Maintain complex and varied records for data collection and reporting.

Meet schedules and timelines.

Prepare reports, correspondence and related materials.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree or course work in computer science, and two years experience in research or closely related field.

WORKING CONDITIONS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

Research Analyst - Continued

accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit and view a computer monitor for extended periods of time; reach, bend and twist; use hands to type or handle materials; lift and carry up to 25 pounds; and speak and exchange information.