

ASSISTANT RESEARCH ANALYST

DEFINITION

Performs a variety of professional-level research and technical studies of moderate complexity related to educational programs, planning, or development.

TYPICAL DUTIES

Performs a variety of professional-level administrative staff duties of moderate complexity related but not limited to curricula, enrollment, retention, matriculation, weekly contact hours, staffing patterns, student and faculty characteristics, program vitality and evaluation, community characteristics, student achievement, student learning outcomes, and accreditation.

Collects, evaluates, tabulates and computes data for technical reports and research studies.

Assists in determining appropriate research plan design on research projects.

Researches and identifies sources of data for assigned projects.

Fully utilizes the capabilities and functions of standard and specialized office software applications such as data management, spreadsheet, presentation, word processing, graphics, and communications in completing assigned projects.

Uses interactive data management and statistical programs such as SPSS, SASS, or other applications used in social science research.

Writes instructions, procedures, and manuals involving administrative and operational activities of the research unit.

Assists in the design of forms, survey documents, questionnaires, and instructions.

Assists in the organization, coordination, and tracking completion of planning, accreditation, and program review functions.

Assists with the coordination of faculty, staff, and administration on various aspects of planning, accreditation, and program review functions and processes.

Gathers, compiles, verifies, analyzes, and correlates information and presents data in graphic, tabular, written, and oral forms.

Prepares reports, presentations, and correspondence containing descriptive, analytical, and evaluative content.

Responds to requests for information from District and college staff, public jurisdictions, and outside researchers.

Prepares routine state applications and reports.

Confers with District and college staff regarding assigned projects and may make recommendations based on findings.

Receives training from higher-level researchers in the use of advanced research techniques and methods.

May oversee maintenance of records.

May provide work direction to clerical staff.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Assistant Research Analyst** performs professional-level research assignments of moderate complexity related to the District educational programs, planning, and development that are characterized by clear and specific objectives in accordance with conventional research techniques and methodology. Assignments are selected to enhance the employee's skills and professional development in preparation for promotion to higher-level research positions.

A **Senior Research Analyst** applies an advanced knowledge of research concepts, methodologies, and processes in conducting difficult and complex institutional research studies and in the development and maintenance of research information systems and supervises the activities of a small research unit.

A **Research Analyst** applies thorough knowledge and skill in research methodology and analysis in independently performing all phases of complex journey-level research studies including problem definition, study design, data collection, analysis, interpretation, and presentation of findings.

SUPERVISION

Immediate supervision is received from an academic or classified supervisor. Functional supervision may be received from higher-level Research Analysts. Work direction may be provided to clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Research design and methodology
- Statistical methods and their application
- Survey research techniques and methodology
- Techniques of data collection and analysis
- Programs, policies, and goals of the District
- Capabilities of computer systems, software, and hardware used in a research unit
- Principles of recordkeeping

Skill in:

- The use of computer hardware and software commonly used in research work
- Using interactive programming languages such as SPSS and SASS

Ability to:

- Gather, compile, and analyze data
- Apply research techniques and methodology to assigned projects
- Effectively utilize computer equipment and management information systems in the performance of duties
- Make sound judgments and draw sound conclusions
- Prepare and present reports in tabular, written, graphic, and oral form
- Write and orally express thoughts clearly, logically, and effectively
- Plan and organize work to meet deadlines

Ability to: (Cont.)

Work effectively and cooperatively with District staff and representatives of public and private agencies
Learn specialized software applications such as SPSS or SAS for use in writing computer programs and syntax

ENTRANCE QUALIFICATIONS

Education and Experience:

A. A master degree, from a recognized college or university, with a major in social science research, economics, education, business administration, public administration, organizational analysis, information science, or other research-oriented specialization.

OR

B. Graduation from a recognized four-year college or university preferably with a major in social science research, economics, education, business administration, public administration, organizational analysis, information science, or other research-oriented specialization **AND** one year of full-time paid professional level experience in a research, analytical, or institutional planning-oriented position.

Special:

A valid Class "C" California driver's license.
Access to an automobile.