



ANTELOPE VALLEY COLLEGE
invites applications for the position of:

Research Technician

SALARY: \$4,604.86 Monthly

DEPARTMENT: Institutional Research & Planning

OPENING DATE: 07/15/21

CLOSING DATE: 08/10/21 11:59 PM

19

Hours not to exceed 40 hours per week. Exact work schedule to be determined by supervisor based on department needs and college hours of operation.

August/September 2021

Cover Letter, Resume, Transcripts Confirming all Course work

DESCRIPTION:

BASIC FUNCTION:

Under the direction of Director of Institutional Research, performs extensive and technical institutional research and evaluation duties, including those related to State-mandated programs and activities; designs and performs research and evaluation of District and other institutional planning issues; coordinates research activities with District departments and groups; prepares reports for District personnel and State agencies to fulfill compliance regulations and requirements and assure institutional effectiveness for appropriate funding.

REPRESENTATIVE DUTIES:

E = indicates essential duties of the position

- Perform extensive and technical planning, design, research and evaluation duties related to institutional research and planning projects, including State-mandated programs, activities; and a variety of other internal and external issues. (E)
- Utilize accurate statistical procedures and sampling techniques for institutional research projects; assure high levels of confidentiality and reliability of results. (E)
- Create, develop and maintain databases utilizing a mainframe computer related to student enrollment projections, follow-up studies and analysis of program enrollment patterns. (E)
- Collect and query appropriate data, perform statistical analysis; determine appropriate measures and instruments for data types including frequencies, chi-square, correlation, multiple regression and other methods of analysis. (E)
- Prepare reports for District personnel and State agencies to fulfill compliance regulations and requirements and to assure institutional effectiveness for appropriate funding; prepare and revise reports with accompanying tabular, graphic and statistical contents,

descriptions of analytical methods used and narrative of findings and conclusions for college's research and evaluation. (E)

- Identify and extract a variety of requested data; inspect and code data in preparation for analysis; create project documentation and databases. (E)
- Operate a variety of software packages used on personal computers for data analysis, data management, graphics, visualizations, and word processing. (E)
- Communicate with appropriate college staff, stakeholders and other community college districts in analysis, competition and interpretation of data; respond to research questions as requested; describe findings; attend and conduct meetings. (E)
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination equivalent to (*see Note below): Associate's degree with coursework in statistics, mathematics, business, computer science, or economics and three (3) years increasingly responsible experience involving related research and analysis activities and projects.

* Note: Up to one (1) year of additional education (with coursework as listed above) may be substituted for up to one year of required experience.

KNOWLEDGE OF:

- Standard and advanced statistical procedures related to sampling, correlation analysis, projections and other quantitative measures applied to education, social and program research and evaluation.
- Regression techniques, principles and tables.
- Research design for original data collection and analysis.
- Use of personal computers and mainframe and appropriate software packages, including proficient use of standard statistical software.
- Technical report writing skills in organizing and presenting narrative and statistical information.
- Technical aspects of field of specialty.
- Correct English usage, grammar, spelling, punctuation and vocabulary, oral and written communication skills.
- Public speaking techniques.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Perform extensive and technical research and evaluation duties.
- Design forms for various research purposes and target audiences.
- Design and perform research and evaluation of District institutional planning and other issues.
- Interpret and apply applicable sections of the State Education Code and other related laws and regulations.
- Interact with, participate on and conduct presentations to District faculty, college groups, committees and others.
- Prepare reports for District personnel and State agencies to fulfill compliance regulations and requirements and to assure institutional effectiveness for appropriate funding.
- Utilize accurate statistical procedures and sampling techniques; create, develop and maintain computer databases.
- Create and maintain necessary research documentation, files and records related to various research projects.
- Conduct meetings and interviews necessary for investigation and data collection related to assigned research projects.

- Work as a team member with other research office staff and members of college staff involved in institutional and research projects, grants development and other related activities.

OTHER INFORMATION:

WORK ENVIRONMENT: Office environment.

PHYSICAL EFFORT:

- Seeing to read and analyze statistical data,
- Sitting for extended periods of time.
- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer, mouse and peripheral equipment.

SUPPLEMENTAL INFORMATION

It is the responsibility of each applicant to have all the requested documents submitted through NEOGOV by the deadline date in order to continue in the application process for this position.

EQUAL OPPORTUNITY EMPLOYER:

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

Annual Security Report is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

APPLICATION INSTRUCTIONS - PLEASE READ

- Each recruitment is conducted independent from others; therefore, interested parties need to submit separate complete application packages for each position they apply.
- It is important the applicants submit ALL documents requested for the application package to be deemed complete and given consideration.
 - **This includes, but is not limited to, submitting transcripts for all college coursework or degrees when requested to do so within a job announcement.**
 - All out of the country transcripts must be evaluated prior to submitting them with applications.
 - Any evaluation service member of the National Association of Credential Evaluation Service (NACES) <http://www.naces.org/> is acceptable.
 - If letters of recommendation are required, letters must be current within two years, signed and dated from individuals having knowledge of your professional experience.
 - Typing certifications must be current within one year and must include name, date and net words per minute (NWP).
 - For those disciplines with established Academic Senate's approved equivalency: complete the Supplemental Equivalence Request form (If

applicant is applying based on an equivalency and is requesting review)

- Applicants may be subject to passing an examination (written/technical), as appropriate to the requirements of the position.
- Residency within a reasonable geographical area of the college may be necessary.
- Travel expenses for pre-employment interviews and employment processing will not be authorized.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.avc.edu>

3041 West Avenue K
Lancaster, CA 93536
(661) 722-6300
(661) 722-6311

apatin@avc.edu

Position #RN20-63
RESEARCH TECHNICIAN
AP