



RN17-213

Office of Human Resources & Employee Relations
ANNOUNCEMENT OF CLASSIFIED POSITION

POSITION: Research Technician (Institutional Research) **Full time, 12 months**

WORK SCHEDULE: Monday – Thursday: 8:00am – 5:30pm
Fridays: 7:30am – 11:30am
(Hours not to exceed 40 hrs. per week. Exact work schedule to be determined by supervisor based on department needs and college hours of operation.)

SALARY: Range 19, \$4,339.27/mo. + benefits

DEADLINE: October 7, 2019
START DATE: October/November 2019

BASIC FUNCTION:

Under the direction of Director of Institutional Research and Planning, perform extensive and technical institutional research and evaluation duties, including those related to State-mandated matriculation programs and activities; design and perform research and evaluation of District matriculation and other institutional planning issues; coordinate matriculation research activities with District departments and groups; prepare reports for District personnel and State agencies to fulfill compliance regulations and requirements and assure institutional and matriculation 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 planning projects, including State-mandated matriculation programs and activities; design and perform research and evaluation of District matriculation, other institutional planning projects and a variety of internal and external issues. (E)
- Utilize accurate statistical procedures and sampling techniques for institutional research projects; assure high levels of confidence and reliability to survey 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, assemble and perform statistical analysis; determine appropriate statistic for data types including frequencies, chi-square, correlation, multiple regression and others. (E)
- Prepare reports for District personnel and State agencies to fulfill compliance regulations and requirements and to assure institutional and matriculation 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 and matriculation 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 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 fundings; attend and conduct meetings. (E)
- Perform related duties as assigned

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/>

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 matriculation and other institutional planning 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 and matriculation 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 staff and members of college staff involved in institutional and matriculation research projects, grants development and other related activities.

EDUCATION AND EXPERIENCE:

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

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

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.

APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, all of the following documents must be submitted by close of the HR Office on the deadline date. HR Office Hours: Monday-Thursday 7:30am-6:00pm and Friday 7:30am-11:30am.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College *Classified Application*
2. Cover letter addressing your interest and qualifications
3. Résumé
4. **Transcripts:** If college-level coursework/courses or a degree **IS** required in the job announcement under "Education and Experience" you **MUST**:
 - a. Submit transcripts of all college-level coursework/coursed as required (unofficial transcripts or photocopies will be accepted to establish the application file).
 - b. No copies of degree/diplomas will be accepted as proof of college education.
 - c. Official documents will be required if the candidate is offered the position.
 - d. If "coursework" requirement is satisfied from a non-traditional college setting, submit photocopies of certificates earned that apply to the position only.

The application must be filled out completely and signed. **Do not** indicate "See Résumé" on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office and must be returned to:



Office of Human Resources
3041 West Avenue K
Lancaster CA 93536
(661) 722-6311

Faxed or emailed materials cannot be accepted.
Unsolicited materials will not be included. Postmarks will not be accepted

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

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.

AVC is an equal opportunity employer.