

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: RESEARCH ANALYST

Salary Range 22

(Effective: 01/09/12)

BASIC FUNCTION:

Under the general direction of the Director of Institutional Research and Planning, perform higher level technical institutional research and evaluation duties. Independently performs assigned research duties related to research, student learning outcomes (SLO's), assessment, and institutional effectiveness. Assists the Director in tracking and managing office workload priorities and provides work direction to lower level Research Office staff.

REPRESENTATIVE DUTIES:

- Independently performs higher level extensive and technical project planning and design, research, and evaluation duties related to institutional planning projects, including State-mandated matriculation programs and activities.
- Designs and performs complex research and evaluation of District matriculation, accreditation, and other institutional planning projects, as well as a variety of other research projects to address internal and external issues as assigned.
- Assists the Director in tracking and managing office workload priorities.
- Provides work direction to lower level Research Office staff, including data analysis, software usage, and project prioritization.
- Assists the Director with Research Office projects relating to institutional effectiveness including tracking of SLO's, collecting data pertaining to campus achievement of assessment for continual improvement of institutional effectiveness.
- Independently designs higher level research studies including data collection, data summarization and statistical analysis as needed to meet non-routine project requests.
- Provides direction to lower level Research Office staff in the preparation of reports for District personnel and State agencies to fulfill compliance regulations and requirements and to assure institutional and matriculation effectiveness.
- Assists the Director in the selection and use of software packages used on computers for data analysis, as well as for meeting campus needs.
- Communicates with appropriate College staff, stakeholders and other community college districts in analysis, compilation, and interpretation of data.
- Takes the lead in responding to research questions and presenting results.
- Assists the Director in the dissemination and presentation of research findings to the campus including at meetings as assigned.
- Performs related duties as assigned.

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:

- Follow general guidelines laid out by the Director and independently design and implement complex studies in consultation with campus constituents.
- Perform high level technical research and evaluation duties.
- Design database structures and forms for various research purposes and target audiences.
- 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.
- Independently follow general Research Office guidelines to 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.
- Provide direction as a team leader for other research staff and members of college staff involved in institutional and matriculation research projects, grants development and other related activities.

EDUCATION AND EXPERIENCE:

- A. Bachelor's degree in statistics, mathematics, economics or social/educational research, educational administration, business administration, or other research related specializations, **AND** two years increasingly responsible experience involving related research and analysis activities and projects.

OR

- B. Associate's degree in statistics, mathematics, economics or social/educational research, educational administration, business administration, or other research related specializations, **AND** four years increasingly responsible experience involving related research and analysis activities and projects.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.

PHYSICAL ABILITIES:

- 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.

HAZARDS:

- Incumbents may be exposed to extended viewing of a computer monitor.