

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

RESEARCH TECHNICIAN

Salary Range 19

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

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.