

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: RESEARCH ANALYST
AUTHORIZED POSITION: CLASSIFIED
ASSIGNMENT LOCATION: YUBA COLLEGE

BASIC FUNCTION:

Under the direction of the Vice President of Academic and Student Services, design, implement, and support various research projects in support of institutional planning and accountability goals; analyze results and prepare reports on outcomes.

REPRESENTATIVE DUTIES:

Design, prepare, and conduct statistical analyses on a variety of data sets according to information needs and institutional priorities and goals. (E)

Design and conduct a variety of surveys of students, staff, members of the community and others (E)

Write reports and present findings to interest groups. (E)

Contribute information and expertise to the planning and accountability process. (E)

Monitor the progress of multiple research projects in conjunction with research plans and priorities. (E)

Assist the Vice President in developing research plans and projects to support and augment the institutional planning, accountability, and educational support goals and priorities. (E)

Prepare data downloads from Student Information Systems and other data sources using a variety of computer interface tools. (E)

Prepare data summaries and other reports for oral and written presentation to various constituencies. (E)

Attend meetings to present research findings, using visual aids, electronic media, and other methods as appropriate. (E)

Participate in various regional and state forums and organizations dealing with research in community colleges. (E)

Provide work direction and training for others. (E)

Perform related duties as assigned.

KNOWLEDGE OF:

District structure, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Principles of training and providing work direction.

Applicable sections of State Education Codes, regulations, and other applicable laws.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

District structure, operations, policies and objectives.

Operation of a computer and other office equipment as assigned.

Modern office practices, procedures and equipment.

Record preparation and report writing, presentation methods using data extraction, spreadsheets, word processing and other computerized methods.

Oral and written communication skills.

Family Education Right to Privacy Act

Computerized data storage and retrieval

Statistical methods and computerized statistical analysis using various software packages such as SPSS and database management and spreadsheet packages

Technical and research report writing and presentation methods using word processors and other computerized methods

ABILITY TO:

Analyze situations accurately and adopt an effective course of action.

Communicate effectively both orally and in writing.

Compile and verify data and prepare reports.

Establish and maintain cooperative and effective working relationships with others.

Learn, apply and explain policies, procedures, rules and regulations.

Meet schedules and time lines.

Operate a computer terminal to enter data, maintain records and generate reports.

Prioritize and schedule work.

Train and provide work direction to others.

Understand and follow oral and written directions.

Work confidentially with discretion.

Work independently with little direction.

Perform complex statistical analyses using computerized statistical software and accepted statistical methods

Prepare and deliver oral presentations

EDUCATION AND EXPERIENCE: Any combination equivalent to: bachelor's degree with substantial course work in statistical and/or research methods, and two (2) years' experience which demonstrates practical application of statistical evaluation, research and computer operation.

ENVIRONMENT:

Office environment

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching.