

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: RESEARCH ANALYST**

#### **BASIC FUNCTION:**

Under the direction of the Director of Institutional Research, Planning and Grants, plan, design, conduct, and assist in coordinating a comprehensive institutional research program; provide information and research about the functioning and outcomes of the College, its programs, and activities. Perform extensive and technical institutional research and evaluation duties including those related to State and Federal mandated programs and activities; design and perform research and evaluation of institutional planning issues; coordinate research activities with District departments and groups; prepare reports for State and Federal agencies to fulfill compliance regulations and requirements and assure institutional effectiveness.

#### **REPRESENTATIVE DUTIES:**

Develop and implement procedures for collecting, analyzing, and reporting qualitative and quantitative information. *E*  
Design, conduct, write, and present institutional research on such topics as student retention, cohort tracking, student learning and institutional outcomes, and placement and outcomes assessment. *E*

In collaboration with the Director, other college leaders, and research analysts assist in designing and implementing an outcome assessment program and system for improving institutional and program performance. *E*

Create, design, develop, query, and maintain computer databases, files, and records related to the institutional research function including such studies and analyses as student cohort tracking, enrollment studies and projects, reports of Weekly Student Contact Hours (WSCH), Full-time Equivalent Faculty (FTEF) to part-time faculty ratios, student success and outcomes studies, the College's Fast Facts Book and various simulation models. *E*

Prepare and present oral and written reports with accompanying tabular, graphic, and statistical content to faculty and administration; specifically producing reports for Accreditation, Campus Climate Survey, curriculum and Career Technical Education (CTE) and Labor Market Information (LMI) as well as regional/state/national labor data. *E*

Maintain liaisons with other offices to acquire, provide, and ensure the integrity of data and research. *E*

Write and execute computer queries to retrieve information from the District's relational database system. *E*

Perform descriptive and inferential statistical calculations. *E*

Design, develop, and implement survey research, including survey instruments and questionnaires. *E*

Update and maintain department website; collect, maintain, index, and update reports and reference material used for institutional research. *E*

Utilize accurate statistical procedures and sampling techniques for institutional research projects; assure high levels of confidence and reliability to survey results. *E*

Prepare reports for State and Federal agencies to fulfill compliance regulations and requirements and to assure institutional-effectiveness. *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 for data analysis, data management, graphics and, word processing. *E*

Perform related duties and responsibilities as assigned.

## **Research Analyst - Continued**

### **KNOWLEDGE OF:**

Institutional Research, its literature, organizations and practices.  
Research design, methods, sampling frames, and analytical strategies and techniques.  
Descriptive and inferential statistics.  
Data reduction and display techniques.  
Survey design and research techniques.  
Statistical and PC software packages and relational database management software use and word processing.  
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.  
English usage, spelling, grammar and punctuation.  
Oral and written communication skills.  
Public speaking techniques.  
Interpersonal skills using tact, patience and courtesy.

### **ABILITY TO:**

Acquire knowledge of higher education, college functions, policies, processes, practices and dynamics.  
Gather, validate, and interpret data from a wide variety of sources including literature and Internet searches.  
Perform statistical analyses and interpret results and findings.  
Report and communicate complex ideas and research information and findings clearly and concisely in oral and written form to a variety of audiences.  
Place and interpret institutional research data and findings in the context of higher education and community college function.  
Requires sensitivity to and understanding of the cultural, socioeconomic and ethnic diversity of a community college.  
Perform extensive 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.  
Communicate effectively, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: a Bachelor's degree in statistics, mathematics, economics or social science; and three years of responsible experience conducting professional level research in or similar to institutional research. Graduate work in a field that contributes to designing and conducting valid research studies is desirable and may substitute for two years of experience.

## **Research Analyst - Continued**

### **PREFERRED QUALIFICATIONS:**

Proficiency using the following PC programs: SPSS, Access, Excel, eLumen, and Word. Experience in higher education preferably at the community college level with community college institutional research background; Master's degree in Statistics, Mathematics, Economics, or Social/Educational Research or closely related field and three years of experience with relevant computer hardware and software is preferred.

### **WORKING CONDITIONS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; regular interaction with individuals inside and outside the District; possible exposure to dissatisfied individuals. **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. **Vision:** See in the normal visual range with or without correction. **Hearing:** Hear in the normal audio range with or without correction.

Revised: December, 1998

*Ralph Andersen & Associates*

Revised: June 12, 2013

*Human Resources*

Revised: August 8, 2016

*Human Resources*