

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

**SALARY SCHEDULE: A
SALARY RANGE: 107**

CLASS TITLE: RESEARCH ANALYST

BASIC FUNCTION:

Under the direction of an assigned manager, perform a variety of professional activities involved in the research, collection, analysis, interpretation and reporting of data and statistics to provide information and assistance for institutional planning issues, decision-making, program planning and other measures of institutional effectiveness; design, develop and conduct institutional research and analysis projects and activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of professional activities involved in the research, collection, analysis, interpretation and reporting of data and statistics to provide information and assistance for institutional planning issues, decision-making and program planning.

Receive and evaluate requests for data, statistical analysis, research projects and studies; prepare requests for processing; arrange and maintain project schedules and time lines; design strategies to complete assignments; analyze and compare a variety of data.

Design, develop and conduct institutional research and analysis projects and activities in support of areas such as instructional performance, program review, placement instruments, assessment and professional development; prepare and conduct related surveys and instruments.

Provide technical support and assistance to staff, faculty, administrators and others concerning institutional effectiveness and related data and statistics; respond to inquiries and provide technical information concerning related projects, reports, research, practices, policies and procedures.

Review, analyze and arrange data according to project and study specifications and requirements; review a variety of data to assure accuracy and completeness; prepare statistics, research data and reports for distribution and disseminate to appropriate personnel.

Collaborate with staff, faculty and administrators in the design, development and implementation of research projects; advise personnel and others concerning research design, survey development and test validation; assist College staff with conducting classroom research projects.

Review, analyze and provide recommendations concerning orientation, pre-requisite and counselor evaluation data; provide research support for State-mandated matriculation projects and activities including assessment test instruments, evaluations, analysis and recommendations.

Input and code a variety of data and information into an assigned computer system; create queries, extract and manipulate information, develop tables and spreadsheets, generate links to data and produce a variety of computerized data, records and reports for use in projects, studies and analysis.

Provide research support for academic departments and programs by designing appropriate surveys

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and other data collection instruments; design and implement follow-up evaluation activities for various research projects.

Prepare a variety of narrative and statistical records, reports and files related to institutional planning, research projects, data analysis, analytical methods, findings, conclusions, decision-making and assigned activities; design and produce related charts, tables and graphs.

Operate a variety of office equipment including a copier, fax machine, scanner, computer and a variety of specialized software.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Attend and participate in various meetings as assigned; prepare and deliver oral presentations concerning study and project data, findings and related reports.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Principles, practices, procedures and techniques involved in the research, collection, analysis, interpretation and reporting of statistical data.

Computerized data collection, management, manipulation and distribution requirements for analysis and reporting functions.

Principles, methods and procedures of operating computers and peripheral equipment.

Record retrieval and storage systems.

Qualitative and quantitative analysis, and longitudinal and program evaluation studies.

Statistical procedures related to sampling, correlation analysis, projections and other quantitative measures applied to education research and design.

Survey, study, data collection and research project design, instruments, techniques and methodology.

Report writing and statistical record-keeping techniques.

Data verification and clean-up procedures.

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

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Statistical and mathematical computations.

ABILITY TO:

Perform a variety of professional activities involved in the research, collection, analysis, interpretation and reporting of data and statistics to provide information and assistance for institutional planning issues, decision-making and program planning.

Design, develop and conduct institutional research and analysis projects and activities.

Provide technical assistance concerning institutional effectiveness and related data and statistics.

Review, analyze and arrange data according to project and study specifications and requirements.

Utilize a computer to input data, create queries, extract and manipulate information, generate links to data and produce a variety of computerized data, records and reports.

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Develop and generate tables and graphics to enhance data presentation and reporting.
Design, develop and implement research project surveys, instruments and methodologies.
Type or input data at an acceptable rate of speed.
Interpret findings and analyze data, and provide related recommendations.
Prepare a variety of narrative and statistical lists, records and reports.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.
Communicate effectively both orally and in writing.
Meet schedules and time lines.
Plan and organize work.
Perform accurate mathematical and statistical calculations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in mathematics, computer science, business administration or related field and two years experience involving statistical research and analysis including work with computer databases and software applications.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials and view a computer monitor.
Hearing and speaking to exchange information.
Sitting for extended periods of time.