

DESERT COMMUNITY COLLEGE DISTRICT

RESEARCH ANALYST

BASIC FUNCTION

Under the direction of the Director, Office of Institutional Research, assist in and/or conduct all aspects of producing research projects for all areas of the college including but not limited to student outcomes, cohort tracking, institutional goals, disproportionate impact, FTES calculations, and enrollment projections by collecting data, providing analysis, program using statistical software, formulate database queries, design and produce complex tables, graphs, and reports, obtain research information from appropriate data sources, and perform other related research collection, analysis, and dissemination tasks

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

1. Assist in designing and developing survey instruments and questionnaires, analyze data from surveys, and write reports and/or prepare presentations explaining the results. *E*
2. Collect and analyze qualitative and quantitative data using department procedures and appropriate software; prepare data files, written reports, and/or presentations showing the results of the analyses. *E*
3. Assist in preparing and presenting oral and written reports with accompanying visualizations to faculty and administration. *E*
4. Analyze data using various software programs such as EXCEL, ACCESS, and SPSS; conduct various statistical tests, such as frequencies, chi-square, correlation and multiple regression as required by the research question; be familiar with statistical violations and Type I and Type II errors. *E*
5. Design and develop tables and files, including combining data from various sources; construct variables, concatenate fields, and/or parse variables as needed. *E*
6. Create informative and engaging visualizations using EXCEL or other appropriate software. *E*
7. Provide support for special programs and grant applications, assist in the collection of data needed for these programs, analyze data and provide reports as necessary. *E*
8. Monitor the integrity of the District's centralized data files through audits tied to the production of both cyclical and ad hoc reports; coordinate with appropriate offices on campus to ensure that errors are corrected in timely fashion and prevented in the future. *E*
9. Participate in the evaluation and selection of new software for designing surveys, statistical data analysis, database management, and other aspects of conducting institutional research. *E*
10. Formulate and recommend research studies, including goals, hypotheses, outlines, procedures, and time and labor force estimates. *E*
11. Provide technical support regarding research design and appropriate analyses, including survey development. *E*
12. Prepare data downloads from District databases and other data sources using a variety of computer interface tools. Write and execute computer queries to retrieve information from the District's relational database system. *E*

13. Establish and maintain relationships with other offices and staff to acquire, provide, and ensure the integrity of data and research. *E*
14. Update and maintain department website; collect, maintain, index, and update reports and reference material presented on the website. *E*
15. Monitor office operations in the absence of the Director.
16. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Standard office procedures and equipment; interpersonal skills using tact, patience and courtesy; correct English usage, grammar, spelling and punctuation; operate a variety of office machines including computers and appropriate software; computerized data storage and retrieval; statistical methods and computerized statistical analysis using statistical, database management, spreadsheet using graphs and tables, presentation, and word processing soft wares; technical and research report writing and presentation methods.

Ability to: Operate computer to interface with mainframe computer; perform statistical analyses using computerized statistical software and accepted statistical methods; use software packages used in a research and planning office including statistical, database management, spreadsheet using graphs and tables, presentation, and word processing software with proficiency and competence; learn federal, state, and local policies and regulations regarding research in educational institutions; establish and maintain cooperative and effective working relationships with others; communicate effectively both orally and in writing; understand and follow oral and written instructions; work independently with little direction; prioritize and schedule work; prepare and deliver oral presentations; work confidentially with discretion with sensitive information; sit for extended periods of time; bend at the waist, kneel or crouch.

EDUCATION AND EXPERIENCE

Any combination equivalent to: bachelor degree with coursework in statistics, mathematics, psychology, sociology or economics and two (2) years increasingly responsible experience involving related research and analysis activities and projects. Master's degree in a related field may be substituted for one year of experience.

WORKING CONDITIONS

Environment: Office environment.

EMPLOYMENT STATUS

Bargaining Unit Position

E: Essential duties

Approved 7/2008

Revised: 6/2018

Range 17