

DESERT COMMUNITY COLLEGE DISTRICT

RESEARCH ANALYST - STUDENT AFFAIRS

BASIC FUNCTION

Under the direction of the Title V HSI Project Director, within Student Affairs conduct data collection and analysis 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. Major responsibilities include, but are not limited to: data management and analysis using data sets from Federal, State and local agencies; dissemination, collection, and analysis of Title V survey data; tracking of Title V grant cohort groups; reporting on student achievement; research in support of Title V grant goals and objectives. All descriptive and advanced statistical techniques are applied in accordance with sound research practices.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

1. In collaboration with the Title V HSI Director, other college leaders and research analysts, assist in implementing the comprehensive Research Office agenda for improving institutional and program performance. *E*
2. Collect, analyze and report qualitative and quantitative information for the Student Affairs division using department procedures and statistical software. *E*
3. Work closely with the Office of Institutional Research and HSI Title V Project Director to ensure that goals and objectives of the HSI Title V grant are being analyzed and addressed on a regular basis e.g., provides documentation that identifies progress toward achievement of goals/objectives for Annual Performance Report (APR). *E*
4. Conduct, write and present institutional research including student retention, cohort tracking, student learning and institutional outcomes, and placement and assessment outcomes. *E*
5. Design, and develop queries to create tables, files, and records related to institutional research including the Enrollment Management System and the permanent FTES data system. *E*
6. Collaborate with Title V HSI Director and external evaluator to implement studies and analyses including student cohort tracking, disproportionate impact studies, placement assessment cutoff analyses, enrollment studies and projections, student success and outcomes studies and other reports and studies, including Federal mandated reports. *E*
7. Prepare and present oral and written reports with accompanying tabular, graphic, descriptions of analytical methods used; narrative of results and conclusions; and statistical content to faculty, administration and community. *E*
8. Establish and maintain relationships with other offices and staff to acquire, provide, and ensure the integrity of data and research. *E*
9. 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 for analysis of program patterns and trends. *E*
10. Collaborate with Title V HSI Director and external evaluators to design, develop and implement survey research, including survey instruments and questionnaires. *E*
11. Work closely with HSI Title V external evaluation team to provide data/information and develop continuous feedback cycles for modification and improvement. *E*
12. Attend research-related meetings, workshops, and conferences as appropriate. *E*
13. 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; research, design, statistical, and data collection procedures; correlation, analysis and evaluation methodologies, principles, and techniques, including survey and instrument design, sampling techniques, and statistical analysis; qualitative measures applied to educational and social research; 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; the diverse academic, socioeconomic cultural, disability, and ethnic backgrounds of community college students and the community at-large.

Ability to: Operate computer to interface with District database and files; 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; reason logically and creatively and apply that logic to research topics; develop and validate information from a variety of sources; assemble data and prepare clear and concise reports; learn federal, state, and local policies and regulations regarding research in educational institutions; establish and maintain cooperative and effective working relationships with persons of diverse backgrounds; communicate effectively both orally and in writing; understand and follow oral and written instructions; work independently with little direction; prioritize and schedule work; meet schedules and timelines; 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's degree in social science, higher education, social or educational research, psychology, statistics, mathematics, economics, business, with coursework in statistics and research methods and three (3) years increasingly responsible experience involving related research and analysis activities and projects. One year's experience working in a college setting including direct contact with faculty, students, and administrative staff. Demonstrated ability in using standard statistical software packages.

WORKING CONDITIONS

Environment: Office environment. Travel to various campus and community sites required.

LICENSES AND OTHER REQUIREMENTS

Valid California Class C driver's license. Must have an acceptable driving record and current vehicle insurance meeting the State of California requirements.

EMPLOYMENT STATUS

Bargaining Unit Position

E: Essential duties

Approved: 11/18/11

Classified Salary Schedule: Range 15