

knowledge, skills and independent judgment. Incumbents gather, tabulate, analyze, chart data and prepare reports of average to difficult complexity. The Research Analyst provides administrative support to selected research and planning functions, assists in the planning, coordination and implementation of data collection and analysis associated with the college plans, including the college Student Success and Support Program (SSSP), Strategic Educational Master Plan, Program Review, and Student Equity plans.

REPRESENTATIVE DUTIES:

Performs responsible and varied work supporting the Office of Institutional Research. Organize, prioritize, and schedule work on a multitude of research-related requests from College constituents.

Manages data requests, provides data extractions and analytical support in the areas of student demographic, course enrollment, student engagement, service usage, academic performance, regional employment trends and outcomes of programs and services. Produce reports and presentations containing summary data in graphical, tabular, narrative forms.

Follows ethical standards for research including ensuring the security of data, protecting student privacy and human subjects of research, and maintaining the confidentiality of unitary data. Gathers data and calculate baseline and outcomes data for grant applications and reports.

Performs data entry and manipulation of data using database and spreadsheet applications/software, including application of formulas and functions, and utilization of data queries. Downloads, organizes and evaluates data from external and internal sites and databases; transfers data to other applications, such as Excel, for analysis. Compiles and uploads datasets for various external agencies. Reviews data for accuracy and consistency.

Assists in the administration of College-wide surveys including organization, distribution and collection of surveys and the compilation and reporting of survey results. Compiles and reports results from online and scanned (optical mark reader) surveys. Scans, downloads online survey data to assemble standard reports.

Responds to general requests for data and information from students, staff and the general public. Triage requests to determine how each will be fulfilled. Updates and provide administrative support to V X S S R U W W R W K H & R O O H J H ¶ V L Q W H J U D W H G S O D Q Q L Q J V R I employees in the use of the system.

Provides administrative support to the Director for planning committees and events, including the production of minutes for the research- and planning-related meetings. Maintains record-keeping system of proposals submitted to the Institutional Review Board (IRB). Provide other support to the IRB. Designs, update and maintain Institutional Research & Planning webpages and intranet pages.

Attends college and inter-departmental meetings in an effort to ensure compliance with and implementation of regulations, policies, and procedures. Assists in gathering and maintaining data and statistical information in an effort to ensure appropriate services are provided to students in compliance with district and state regulations, policies, and procedures.

Provides training to employees on data reports, college integrated planning software, accessing student level data, program review, and use of databases. Conducts literature reviews in support of research projects. Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Research design, methods and techniques, preferably as they pertain to institutional research in higher education.

