RESERCH ANALYST
JOB #CCC749
$4,514- $5,481 per Month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: May 31, 2007
CLOSING DATE: June 28, 2007
POSITION LOCATION: Cypress College – Research Office
SCHEDULED SHIFT: 8:00 a.m. to 5:00 p.m., Monday through Friday
(Schedule and shift are subject to change in accordance with department needs)
STARTING DATE: As soon as possible

TYPICAL DUTIES:
This position is responsible for performing extensive and technical institutional and student research and evaluation duties for use in college administration and faculty planning and decision making. Perform extensive statistical and technical planning, design, research and evaluation duties related to institutional projects. Utilize accurate statistical procedures and sampling techniques for institutional research projects to assure high levels of confidence and reliability to survey results. Assist in collecting, analyzing and preparing statistical information from multiple sources including surveys, studies, management information systems, reports, internal office and external agencies. Prepare statistical analysis and reports, which can be used in decision making, planning and federal and state reporting requirements. Prepare reports with accompanying tabular, graphic and statistical contents, descriptions of analytical methods used, and narrative of findings and conclusions. Provide technical and analytical support to offices, divisions, committees, faculty, staff, and administration in research-related activities. Implement survey research projects and create electronic datasets for statistical analysis. Maintain and update applicable databases and associated documentation. Operate a variety of software packages used for data analysis, data management, graphics and word processing. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS:
Knowledge of: Standard and advanced statistical procedures related to sampling, correlation analysis, projects 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; various computer software applications and specialized research-related software; correct English usage, grammar, and spelling.

Ability to: Create, develop and maintain computer databases; perform extensive and technical research and evaluation tasks; prepare comprehensive statistical and narrative reports; analyze situations accurately and adopt an effective course of action; plan, organize and prioritize work; work independently with little direction; work confidentially with discretion; meet schedules and time lines; communicate effectively, both orally and in writing; understand scope of authority in making independent decisions; understand and follow oral and written directions; establish and maintain effective working relationships with others.

Education and Experience: Bachelor’s degree in social/educational research, statistics, mathematics or economics, and sufficient related training to demonstrate the knowledge, skills and abilities listed.

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DESIRABLE QUALIFICATIONS:

Master's degree and experience in an educational setting; nine units of upper division or graduate semester units in research design or applied statistics; ability to report and communicate complex ideas and research clearly and concisely in oral and written form to a variety of audiences; working knowledge of microcomputers, associated peripherals, and Windows PC applications, including SPSS or SAS, MS Word, MS Excel, and MS Access; familiarity with institutional research, its literature, organizations and practices.

WORKING RELATIONSHIPS:

The Research Analyst maintains frequent contact with various District departments and personnel and outside agencies.

WORKING CONDITIONS:

College or District office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.

APPLICATION PROCEDURE:

APPLICANTS FOR THIS POSITION MUST SUBMIT:

- Complete district application.
- Letter of interest that addresses the qualifications relevant to the position.
- Resume describing educational background and work experience.
- College transcripts (may be unofficial).

DISTRICT APPLICATION REQUIRED

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #CCC749, Research Analyst, in all correspondence. Cover letters, resumes, letters of reference, etc., if submitted, must accompany the completed application. The District will not return or make photocopies of application materials. It is the applicant’s responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.

THE DISTRICT DOES NOT ACCEPT APPLICATION MATERIALS BY E-MAIL OR FAX.

Mail or deliver your application packet in person to:

North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

APPLICATION DEADLINE:

Completed applications must be received in the Human Resources office on or before June 28, 2007, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the dosing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. All employees driving either their own, leased, or district owned vehicles for District related activities must certify that they possess a valid California Drivers License. Employees must certify that their vehicle is covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District's full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available in the District's Human Resources office.