

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Research Analyst	Range:	52
Date Revised:	April 8, 2003 November 20, 2014	Date Approved:	May 8, 2001

PRIMARY PURPOSE

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.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Performs extensive statistical and technical planning, design, research and evaluation duties related to institutional projects.
2.	Utilizes accurate statistical procedures and sampling techniques for institutional research projects to assure high levels of confidence and reliability to survey results.
3.	Assists in collecting, analyzing and preparing statistical information from multiple sources including surveys, studies, management information systems, reports, internal office and external agencies.
4.	Prepares statistical analysis and reports, which can be used in decision making, planning and federal and state reporting requirements.
5.	Prepares reports with accompanying tabular, graphic and statistical contents, descriptions of analytical methods used, and narrative of findings and conclusions.
6.	Provides technical and analytical support to offices, divisions, committees, faculty, staff, and administration in research-related activities
7.	Implements survey research projects and create electronic datasets for statistical analysis.
8.	Maintains and updates applicable databases and associated documentation.
9.	Operates a variety of software packages used for data analysis, data management, graphics and word processing.
10.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
11.	Performs related duties as assigned.

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OTHER FUNCTIONS

WORKING RELATIONSHIPS

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

EDUCATION AND EXPERIENCE

Bachelor's degree in statistics, mathematics, social science research, economics, or related field.

Two (2) years of research analysis and program evaluation experience including experience in the collection, analysis, reporting and presentation of research data.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge of regression techniques, principles and tables

Knowledge of research design for original data collection and analysis

Knowledge of various computer software applications and specialized research-related software

Knowledge of correct English usage, grammar, and spelling

Ability to create, develop and maintain computer databases

Ability to perform extensive and technical research and evaluation tasks

Ability to prepare comprehensive statistical and narrative reports

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to work independently with little direction

Ability to work confidentially with discretion

Ability to meet schedules and time lines

Ability to communicate effectively, both orally and in writing

Ability to understand scope of authority in making independent decisions

Ability to understand and follow oral and written directions

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

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.
