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.
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.