

PALOMAR COMMUNITY COLLEGE DISTRICT

INSTITUTIONAL RESEARCH ANALYST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Design, conduct, write and present institution-wide research and evaluation studies; provide information and research for planning and decision-making; support long-range planning functions, institutional effectiveness processes and assessment of student learning outcomes through collaboration, research and evaluation.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Director Institutional Research and Planning and exercises no supervision.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following.

1. Design and implement all phases of research and evaluation studies including selecting appropriate research designs, collecting and analyzing data, preparing narrative reports and presenting research results to various audiences.
2. Using univariate and multivariate statistics, collect, analyze and present information from multiple sources such as surveys, focus groups, management information systems, studies and reports, from internal offices and external agencies.
3. Conduct survey research, including design and administration of surveys using various media.
4. Prepare information and reports with accompanying tabular, graphical and statistical contents, descriptions of analytical methods used and narrative of findings and conclusions for internal and external agencies.
5. Extract data from the institution's database using specialized query tools; assist in the design and development of databases for decision-making and program evaluation; maintain databases, documentation and department website.
6. Provide technical and analytical support for planning councils, divisions, committees, departments and faculty; support faculty in the assessment of student learning outcomes.
7. Provide technical and analytical support for the institution's matriculation process.
8. Operate a variety of software packages used for data analysis, survey development and administration, data management, graphics and word processing.
9. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized and timely manner.

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10. Conduct meetings as appropriate to provide for proper coordination of activities and communication of new developments.
11. Participate in shared governance through service on planning and/or operations committees and task forces.
12. Perform other duties as assigned or required.

QUALIFICATIONS

Knowledge of:

- Research methods including study design and data collection techniques.
- Qualitative and quantitative (univariate and multivariate) analyses.
- Advanced statistical procedures related to sampling and projection.
- Data reduction and display techniques.
- Data analysis, spreadsheet, database, word processing and presentation software.
- Principles of business letter writing and report preparation.
- English usage, spelling, grammar and punctuation.
- Interpersonal skills using tact, patience and courtesy.
- Modern office procedures, methods and equipment including computers.
- Community College organization, operations, policies and objectives.
- Pertinent federal, state and local codes, laws and regulations.

Ability to:

- Perform extensive and technical research and evaluation tasks using univariate and multivariate statistics.
- Recognize and apply proper research design; design research for original data collection and analysis.
- Gather, analyze and interpret data from a wide variety of sources.
- Create, develop and maintain databases.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others; use discretion in handling difficult persons.
- Operate office equipment including computers supporting data analysis, word processing, spreadsheet applications and presentation programs.
- Effectively respond to all situations/incidents using sound judgment and decision-making skills.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt effective courses of action.
- Work independently with little direction; plan and organize work; meet schedules and timelines.
- Prepare reports by compiling and organizing data from a variety of sources.
- Maintain accurate and complete records.
- Work confidentially with discretion.

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Experience and Education/Training Guidelines:

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:

Experience:

Professional level research experience in or similar to institutional research; three years experience with relevant computer hardware and software.

Education/Training:

Equivalent to a Master's degree from an accredited college or university with major coursework in statistics, mathematics, economics, industrial/organizational psychology, or related field.

License and/or Certificate:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff and students.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary walking, standing and sitting for extended periods of time. Must be able to travel between District locations.