

## College of the Redwoods

## Position Description

Position: Research Analyst	Position Number:
Department: Institutional Research	FLSA:
Reports to: Director, Institutional Research	Salary Grade: 122

### **Summary**

Under the supervision of the Director of Institutional Research, designs and conducts studies, prepares reports, and initiates special projects to support academic planning and institutional research goals. Develops and maintains standard practices and procedures for accurate data extraction, analysis, and reporting from a data warehouse of student and other institutional data to external agencies and internal stakeholders. Collaborates and communicates with faculty, staff, administration, and the community on research in support of the teaching/learning process.

### **Essential Duties and Responsibilities**

- Plans, organizes, develops, and analyzes institutional research studies that support academic programs and institutional decision-making, including, but not limited to:
  - Campus and district demographics,
  - Enrollment trends,
  - Student outcome measures,
  - Curriculum and instruction,
  - Student retention and persistence,
  - Grant development,
  - Staffing,
  - Budget expenditures, and
  - Overall institutional effectiveness.
- Plans, prepares, and produces a variety of regular and ad hoc reports and publications to meet external regulations and internal needs.
- Provides technical and analytical support to others regarding the planning, analyzing, and reporting processes to be used in research pursuits.
- Maintains research-related databases as required. Develops procedures to enhance the college's ability to access and analyze information.
- Maintains an institutional research calendar and ensures that cyclical project timelines are met.
- Promotes organizational communication between institutional research and information technology services.
- Participates in professional organizations, conferences, and workshops to keep informed of current ideas, research, and practices related to the position.
- Performs related duties as assigned to support the overall position.

### **Qualifications**

#### **Knowledge and Skills**

Knowledge of :

- Mission and programs of a community college.
- Principles, procedures, and practices of effective educational research, including (but not

limited to): statistical analysis and interpretation; quantitative and qualitative research design and methods; survey design and implementation; assessment of student learning outcomes.

- Collection, retrieval, access, analysis and use of institutional data.
- Database management methods and systems.
- Spreadsheet, word processing, and database software as well as other computerized research tools.

### **Abilities**

Ability to:

- Work with large, complex data files. Perform relational database queries, data analysis, interpretation, documentation, and presentation of research findings.
- Perform research processes including data collection, analysis, and statistical reporting.
- Use computer applications pertinent to institutional research, including Microsoft Excel, Access, Word, PowerPoint applications and relational databases.
- Work independently and collaboratively while under pressure; productively organize, prioritize, and manage multiple concurrent projects; and consistently meet schedules and timelines.
- Communicate effectively, both orally and in writing.
- Promote use and access of information for assessment and decision-making.

### **Physical Abilities**

Requires ambulatory ability to relocate to various offices and sites to retrieve work materials. Manual dexterity to use a personal computer keyboard and 10-key pad. Requires sufficient visual acuity to recognize words and numbers; speech and auditory abilities to carry on conversations in large audience, personal, and phone conversations.

### **Education and Experience**

Bachelor's degree from an accredited institution in a research-oriented discipline or related field that demonstrates applications related to institutional research and assessment; or an Associate's degree and two years' experience related to institutional research. Progressively responsible experience related to institutional research (educational research and evaluation, survey development, research methods, or compliance report development), preferably in a community college setting.

### **Licenses and Certificates**