

RESEARCH ANALYST

CLASS SUMMARY

Under direction works with administrative and instructional staff and other community colleges and agencies to develop and implement research studies; Identify research questions and appropriate project design, prepare research instruments and implement data collection process, analyze data and produce reports; coordinates and disseminates information; assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Prepares research designs and data collection instruments; completes literature reviews; creates data processing designs for the microcomputer and/or mainframe processing of research data; supervises student assistants and the collection of data; analyzes data in relation to policy questions and study purposes; creates statistical tables and graphic displays; writes research reports; presents and disseminates research findings; attends meetings and maintains communication and liaison with research study-related individuals; coordinates ongoing research which may relate to topics such as student retention and tracking, student outcomes, follow-up studies, student skills assessments, demographics, institutional self-study and community and business needs assessments.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated manager and may supervise the work of student assistants.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or experience equivalent to a Bachelor's degree with educational background in statistics, computer science, educational program delivery or management; and three years of experience in research or demonstrated ability to conduct such research.

Knowledge and Abilities

Thorough Knowledge of: research design and methods, analysis, writing and reporting methods.

Good Knowledge of: Statistics, data processing software; data collection instrument development; community college programs.

RESEARCH ANALYST (continued)

Ability to: write clear, concise reports; communicate well with other program staff; organize and coordinate projects; initiate, design and complete research projects with a minimum of direction; learn new computer technology and research methods; work cooperatively with others of diverse program backgrounds.

Skills: research, computer, human relations, organizational, and statistical skills sufficient to carry out the job duties successfully.