

RESEARCH ASSISTANT

CLASS SUMMARY

Under direction, works with administrative, instructional, and classified staff, and other community colleges and agencies to implement research studies; assists in the implementation, coordination and dissemination of research information; assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Assists in the implementation of research studies 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; develops data collection instruments, such as surveys and collects statistical data; creates and prepares draft reports, including statistical tables, graphs, and charts for the presentation of study findings; provides assistance in coordinating staff research projects; maintains current information related to research and planning projects and programs; assists in the dissemination of information to the campus community about research and planning activities; prepares data for computer input, ensures completeness and accuracy; attends meetings and conferences (both on-and-off campus); prepares, administers and monitors budgets related to research and planning activities and special projects; researches appropriate literature and materials; uses statistical applications, graphics and other computer software; performs statistical calculations; develops data collection instruments, such as surveys; performs other duties as assigned.

ORGANIZATIONAL RELATIONSHIPS

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

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of education and experience equivalent to an Associate's degree in Arts or Science and two years of experience in institutional or educational research or demonstrated ability to conduct such research. Experience with statistical applications, and computer science desirable. Experience with microcomputers and software is essential.

RESEARCH ASSISTANT cont'd

Knowledge and Abilities

Thorough Knowledge of: research methods, data collection, writing, data reduction and display, and reporting methods.

Good Knowledge of: data processing methods, including computer applications; community college programs.

Ability to: demonstrate ability to communicate complex ideas clearly and concisely; familiarity with research principles and practices; ability to work well with numerical data; ability to use microcomputers for preparing reports and graphics; ability to work both independently and cooperatively; ability to communicate effectively, both orally and in writing.

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