

RESEARCH SPECIALIST

CLASS SUMMARY

Under direction, support district-wide research and planning by providing information and analysis; works with administrative, instructional, and classified staff, and other community colleges and agencies to implement research studies; coordinates and disseminates research information; assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Query and analyze data from data warehouse and other databases both printed and online sources; Implements 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, collects statistical data; creates and prepares reports, including statistical tables, graphs, and charts for the presentation of study findings; present data using interactive technologies and media; design, program and implement web-based, interactive data system; coordinates staff research projects; maintains current information related to research and planning projects and programs; disseminates information to the campus community about research and planning activities; prepares data for both computer input, ensures completeness and accuracy; attends meetings and conferences (both on and off campus); 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.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Any combination of training and experience equivalent to a Bachelor's degree in information systems, research or related field and two years experience in institutional or educational research. Experience with community college research activities, statistical applications, and computer science desirable. Experience with microcomputers and software is essential.

RESEARCH SPECIALIST cont'd

Knowledge and Abilities

Thorough Knowledge of: Research methods, data collections, writing, data reduction and display, and reporting methods.

Good Knowledge of: data processing methods, computer software used to collect, analyze and present data.

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.