POSITION PURPOSE

The Research Assistant develops and coordinates the College strategic planning process and institutional research programs including data analysis and trend monitoring for data analysis and trend monitoring for institutional decision making, reports, and publications.

NATURE AND SCOPE

The Research Assistant is responsible for coordinating work load to meet timelines, completing requested surveys and questionnaires, ordering supplies, maintaining and organizing office and project files and reports, and developing the design and presentation of research materials. Other decisions, such as written and verbal instructions and directions as appropriate, are referred to a higher authority.

EXAMPLE OF KEY DUTIES AND RESPONSIBILITIES

1. Assists with data gathering and analysis for publications in the area of accountability, accreditation, instruction, student services, human and physical resources, and local, state, and national demographics.
2. Operates and uses various computer hardware and software for format and preparation of research publications; uses graphic software to develop charts, tables, and graphs.
3. Communicates with a variety of departments, districts, and outside agencies to gather and request information and order reports.
4. Prepares and maintains a variety of reports; provides statistical information to staff, faculty, student personnel, agencies, and the public.
5. Locate, input, and extract information from mainframe and outside sources; code and input data into computer files.
6. Provides statistical information to staff, faculty, student personnel, agencies, and the public; answers phones and assists faculty, staff, community and student personnel.
7. Requests reports; orders supplies; maintains schedules.
8. Performs related duties as required.
EMLOYMENT STANDARDS

Knowledge:

Knowledge of District policies and procedures
Research methods and procedures
Basic principles and practices of statistics
Basic principles and practices of data management
Modern office practices and procedures
Computer literacy; various software applications e.g., Microsoft Office, Word Perfect

Skills and Abilities:

Strong basic mathematical abilities
Strong analytical skills
Strong problem solving skills
Excellent interpersonal skills
Excellent written and oral communication
Ability to work independently
Management and organizational skills

Education and Experience:

A.A. degree in Statistics, Computer Science or related field
2 years directly related experience

Working Conditions

Typical office environment