MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SENIOR RESEARCH ANALYST

BASIC FUNCTION: Under the direction of the Director of Research & Institutional Effectiveness, independently perform a variety of advanced level professional activities involved in the research, collection, analysis, interpretation and reporting of data and statistics to support institutional planning issues, decision-making, program planning and other measures of institutional effectiveness.

This is the advanced journey-level in the Research Analyst classification series and is distinguished from the Research Analyst position in that the Senior Research Analyst leads, designs, and conducts all levels of research projects in the Research & Institutional Effectiveness Department. The incumbent provides guidance and lead work direction to lower level research staff and provides suggestions to the Director of Research & Institutional Effectiveness regarding the operation of the unit and how to improve efficiencies.

REPRESENTATIVE DUTIES:

Independently plan/coordinate/conduct a variety of specialized professional activities involved in the research, collection, analysis, interpretation and reporting of data and statistics to provide information and assistance for institutional planning issues, decision-making and program planning.

Respond to and evaluate ad hoc requests for data, statistical analysis, research projects and studies; prepare requests for processing; arrange and maintain project schedules and timelines; design strategies to complete assignments; analyze and compare a variety of data solutions; make team project recommendations to the Director.

Assist Director to evaluate and respond to requests for complex or original research support from within and outside the District; works independently with requestors to clarify their needs and optimize the utility of research results.

Design, develop and conduct advanced institutional research projects and activities to support external/internal accountability mandates in areas such as instructional and service performance, program review, enrollment management, matriculation, outcome assessment, student assessment exam instrument validation, evaluations, and staff development.

Write research reports containing descriptive, analytical, and evaluative content including the preparation of conclusions and forecasts based on data summaries and other findings;

Prepare a variety of narrative and statistical records, reports and files related to institutional planning, research projects, data analysis, findings, conclusions, decision-making and assigned activities; design and produce related charts, tables and graphs.

Approved by CSEA 262
March 2011
Provide technical support, assistance and training to staff, faculty, administrators and others concerning institutional effectiveness and related data and statistics; respond to inquiries and provide technical information concerning related projects, reports, research, practices, policies and procedures.

Review, analyze and arrange data according to project and study specifications and requirements; evaluate data acquisition processes and resources to assure accuracy and completeness; prepare statistics, research data and reports for distribution and disseminate to appropriate personnel.

Collaborate with staff, faculty and administrators in the design, development and implementation of research projects; advise personnel and others concerning valid research design and data collection, appropriate use of data and research results in generating recommendations.

Assist College staff with conducting special research projects in classrooms or labs.

Assist Information Technology with the maintenance of specialized databases and information systems such as the data warehouse for enhancement in order to facilitate research and planning activities

Manage the input and coding of a variety of data and information into an assigned computer system including but not limited to queries, extractions and manipulation of computerized data, records and reports for use in projects, studies and analysis

Develop and implement analysis plans for complex data sets; examine and integrate information from various sources and of variable quality; provide insights based on systematic assessment of qualitative and quantitative data; evaluate regular research operations routinely to recommend strategies for improvement

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns

Attend and participate in various campus-wide meetings as assigned to serve as a liaison for the Research Office.

Provide conceptual ideas from research perspectives and supply data evidence assisting with decision-making

Prepare and deliver oral presentations concerning study and project data, findings, and related reports

Develop, maintain, organize and utilize extensive data files/databases using various computer platforms and software (e.g., database, spreadsheet, and statistical)

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Plan, develop and implement techniques to optimize the efficiency and effectiveness of data collection, research, and reporting activities

Work collaboratively with various campus units to stay abreast of reporting needs and comply with federal and state reporting requirements
Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Principles, practices, procedures and techniques involved in the research, collection, analysis, interpretation and reporting of statistical data
Computerized data collection, management, manipulation and distribution requirements for analysis and reporting functions
Principles, methods and procedures of operating computers and peripheral equipment
Record retrieval and storage systems
Qualitative and quantitative analysis, and longitudinal and program evaluation studies
Statistical procedures related to sampling, correlation analysis, projections and other quantitative measures applied to education research and design
Survey, study, data collection and research project design, instruments, techniques and methodology
Report writing and statistical record-keeping techniques
Data verification and clean-up procedures
Correct English usage, grammar, spelling, punctuation and vocabulary
Interpersonal skills using tact, patience and courtesy
Effective oral and written communication skills
Statistical and mathematical computations
Issues and current trends in higher education, particularly as they apply to California Community Colleges;
Principles of student learning outcomes and general education outcomes
Principles, practices and procedures of educational measurement

ABILITY TO:
Lead a variety of specialized professional activities involved in the research, collection, analysis, interpretation and reporting of data and statistics to provide information and assistance for institutional planning issues, decision-making and program planning
Apply advanced knowledge and skills in conducting institutional research and analysis projects and activities
Plan, design, manage and implement complex research projects independently
Maintain the confidentiality of information
Plan, organize and prioritize tasks
Review and monitor routines of data extraction; diagnose and modify techniques and procedures

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Senior Research Analyst Continued
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to ensure data integrity and relevance
Provide technical assistance/training concerning institutional effectiveness and related data and statistics

Review, analyze and arrange data according to project and study specifications and requirements
Utilize a computer to input data, create queries, extract and manipulate information, generate links to data and produce a variety of computerized data, records and reports
Develop and generate tables and graphics to enhance data presentation and reporting
Design, develop and implement research project surveys, instruments and methodologies
Type or input data at an acceptable rate of speed
Write clear, comprehensive, and effective reports
Analyze and interpret findings
Prepare a variety of narrative and statistical lists, records and reports
Establish and maintain cooperative and effective working relationships with others
Work independently with little direction
Communicate effectively both orally and in writing
Meet schedules and timelines
Operate a variety of office equipments including a copier, fax machine, scanner and computer
Perform accurate mathematical and statistical calculations

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor’s degree from an accredited institution in mathematics, computer science, business administration, behavioral science or related field and three years progressively responsible experience involving statistical research and analysis including work with computer databases and software applications at a professional level. Direct experience in institutional research preferred.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard
Seeing to read a variety of materials and view a computer monitor
Hearing and speaking to exchange information
Sitting and operating a keyboard to enter and manipulate data into a computer for extended periods of time.

POSSIBLE HAZARDS:
Extended viewing of computer monitor.

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