EL CAMINO COLLEGE

JOB TITLE: RESEARCH ANALYST

Classification:	Classified	Retirement Type:	PERS*
Salary Range:	47	Revised/Board Approved:	May 17, 2010

BASIC FUNCTION:

Under the direction of an assigned administrator, perform statistical and analytical institutional research; provide information or research for decision-making and program planning; and provide technical support to faculty, administrators and staff regarding research design, survey development, and test validation.

REPRESENTATIVE DUTIES:

Develop institutional research designs and apply appropriate computer tools, statistical measures and data collection techniques.

Conduct studies for both instructional and non-instructional programs and services.

Design, maintain, manipulate and query specialized databases and information systems to support research.

Organize and present research-based information, analysis, and interpretation clearly and effectively, in narrative, tabular, graphical and oral modes.

Maintain research data warehouse system and an indexed archive of information and reports suitable for responding to surveys, questionnaires, and federal and state data collection or accountability requirements.

Provide technical and analytical support to offices, divisions, committees, faculty, staff, and administration in research-related activities.

Evaluate and respond to requests originating inside and outside the institution; work with requesters to clarify their needs and optimize the utility of research results for them and for the District.

Organize, prioritize, and schedule work on a multitude of research-related requests from college constituents.

Performs other related duties as assigned or requested.

JOB QUALIFICATIONS:

Education and Experience:

Must have a Master's degree in a specialization involving social science, higher education, social or educational research, psychology or a related field and at least three years of research experience that demonstrate the ability to conduct complex analyses.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Research theory, methodology, and advanced applied statistics

Technical report writing

Design surveys

Personal, mainframe and client server computer systems

Familiarity with State and federal accountability reporting requirements

Abilities/Skills:

Plan, organize, conduct and participate in analytical studies.

Establish and maintain cooperative working relationships with others.

Analyze and interpret complex data.

Communicate effectively, orally and in writing.

Approach problems objectively.

Present findings and recommendations clearly.

Exercise good judgment, diplomacy, tact and patience.

Operate a variety of research and analytic-related computer application programs.

Meet schedules and timeframes.

Reason logically and creatively and apply that logic to research topics.

WORKING CONDITIONS:

Incumbents in this position may sit for extended periods of time using a personal computer with a Vision Display Terminal (VDT) screen.

Ability to move from one work area to another as needed.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.