San Diego Community College District
CLASSIFICATION DESCRIPTION

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Job Code:	J1905
Original Date:	09/2014
Last Revision:	07/2015
Staff Type:	Classified
FLSA status:	Non-Exempt
Salary Range:	28

Title: **Research Associate**

Unit: **Office Technical**

DEFINITION

Under the direction of the Director of Institutional Research and/or campus administrator, the Research Associate provides high level technical and analytical support to assist in productivity, accuracy and level of documentation of the District-wide and college Research functions. May include collecting, processing, analyzing, and reporting of data regarding institutional effectiveness processes, Student Success and Support Program (SSSP) services and equity-focused efforts District-wide and at the colleges. Prepares, formats, and cleans research data in support of specific projects; conducts tasks as assigned to help produce studies; assists in programming and analysis; prepares layouts and formats reports consistent with project specifications and stakeholder needs.

EXAMPLE OF DUTIES

1.   Assist the Director/campus administrator in the documentation/preparation of research components/designs and special projects in order to ensure projects may be replicated by an associate in the future.

2.   Participate as part of the research project implementation team to help coordinate research activities and priorities with Director/campus administrator and with campus contacts as appropriate.

3.   Extract concise and relevant information from website, pivot tables and prior reports to answer ad hoc questions from campus and district and campus stakeholders.

4.   Create and implement test plans for surveys, studies involving complex replication of earlier work for current needs, and for testing broad range of database downloads weekly, on demand, census, end of term and as requested.

5.   Assist the Director/campus administrator in programming questionnaires in survey web tools; set up and input information into databases; modify, merge, and edit data files as needed for analysis and report back to campus stakeholders; process, load, and manage samples for use in mail-out surveys; merge, modify and edit data files as needed for analysis or for use as sampling databases; prepare and label SPSS data files for analysis and reporting; analyze survey results data, including frequencies, cross tabulations and means tables; prepare graphs and tables in Excel, Word, and other software as appropriate.

6.   Conduct extensive literature reviews in support of project design/enhancement; research and problem solve approaches to project productivity (e.g., SPSS, Excel or Hyperion processes); research project designs used by other California community colleges to identify best practice and enhance SDCCD design.

7.   Support Director/campus administrator in the planning, organization, and implementation of institutional effectiveness-related activities, including program review, SSSP services, equity-focused projects, initiatives, and programs District-wide. Assist in the design and implementation of evaluations for SSSP and equity-related activities.

8   Review, analyze, summarize, and make recommendations on Research Office projects pertaining to research studies and evaluation to recommend enhancements; suggest ways to present results more clearly for stakeholders use.

9. Operate a computer with a high level of proficiency using special software (e.g., Hyperion, SPSS, Excel) to conduct studies and prepare reports, create transitional files, restructure, aggregate, recode and assist in development of moderately complex research reports and studies.

10. Continue professional development to expand range of knowledge/skill and support tasks with which the associate can assist.

12. Perform programming and analytical tasks using Hyperion, SPSS, Excel, Access, and other software as appropriate.

13. Assist in performing tasks in data preparation and verification/testing of statewide and national data collection projects.

14. Participate on and provide research assistance to district and campus based committees as assigned.

15 Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Applicable sections of State Education Codes.

Basic principles of project and research planning and design, data collection, analysis, report preparation and presentation of results.

Basic principles of statistical analysis.

Basic principles of survey research techniques, survey design and analysis.

Basic techniques of project management.

Basics of salient issues and current methodologies in post-secondary educational research including student transfer, matriculation, accreditation, and institutional research.

Basics of research design, including literature review and synthesis, and comprehensive report preparation with respect to purpose, method, analysis, results, and recommendation.

Computer data management and analysis applications.

Computer operation and software including statistical packages or other analytical tools related to research and analysis including Hyperion, SPSS and Excel.

Correct English usage and strong report writing and presentation.

District-wide organization, operations, policies, goals and objectives.

General principles of budgeting and accounting.

Intermediate research techniques and methodologies, including both quantitative and qualitative research methods.

Principles of classroom based research methods particularly student learning outcomes.

State and legislative mandated reporting requirements as applicable.

Skills and Abilities:

Analyze situations and adopt an effective course of action.

Basic design and administration of questionnaires and research instruments.

Communicate effectively both orally and in writing.

Conduct background and literature reviews.

Detail orientated.

Develop, evaluate, and effectively present alternative recommendations.

Effective oral presentation and written communications.

Establish and maintain effective working relationships with others.

Evaluate and make recommendations in operations, systems, procedures, policies, and methods.

Help in the development and implementation of research studies and reports, including the collection, organization, and analysis of data.

Intermediate skill in Hyperion, SPSS, Excel, and various web applications.

Interpret and explain laws, rules, and policies/procedures and make appropriate recommendations.
Meet schedules and timeliness.
Perform statistical and qualitative analyses.
Prepare written analysis, recommendations, and complex reports.
Research and analyze data and information.
Use computer applications for on-line background and literature review search.
Work confidentially with discretion.

Training and Experience:
Any combination of training and experience equivalent to: graduation from an accredited college or university with an emphasis on research, education, social science or management, and one year of professional level experience coordinating the research, study and analysis of management, budget, administrative, organizational, functional or procedural problems. Bachelor Degree with experience in post-secondary institutions preferred.

License:
Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:
Category III, usually minimum.

Environment:
Favorable, usually involves an office.