

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: RESEARCH ANALYST

Salary Range 23

BASIC FUNCTION:

Under the general direction of the Director of Institutional Research and Planning, performs higher level institutional research and evaluation duties. Independently performs assigned research duties related to assessment, evaluation, accountability, and institutional effectiveness. Assists the Director in managing office workload priorities.

REPRESENTATIVE DUTIES:

- Independently performs research and evaluation duties related to institutional planning and research projects, including, but not limited to, State- mandated programs and activities.
- Designs and performs research and evaluation of District accreditation, accountability, and other institutional research and planning projects, as well as a variety of other research projects to address internal and external issues as assigned.
- Assists the Director with Research Office projects relating to institutional effectiveness collecting data pertaining to continual improvement of institutional effectiveness.
- Independently designs higher level research studies including data collection, data summarization and statistical analysis as needed to meet non-routine project requests.
- Provides data analysis and other supporting information to District personnel and State agencies to fulfill compliance regulations and requirements and to assure institutional effectiveness.
- Analyzes a variety of performance/productivity data such as, but not limited to, faculty workload, FTE, and student outcomes. Prepares reports and projections to support decisions on workload, student success, Facilities Master Plan, impact, etc.
- Participates in preparation of reports and analysis of primary institutional, local, state, and national demographics, economic trends, and other data to be used in research projects, reports, educational planning, and development. Prepares data related to community characteristics for student equity reports, grants, and other related projects and initiatives.
- Identifies and extracts (queries) a variety of requested data, validates and codes data in preparation for analysis; data sources include but are not limited to district student information systems, California Community College Chancellor's Office Management Information System, California Employment Development Department, US Census Bureau, etc.
- Analyzes data and reports results on a variety of topics, including but not limited to appropriateness of prerequisite/co-requisite courses, effectiveness of college programs and activities intended to improve student equity, student engagement, enrollment management and trends, accreditation and accountability, and effectiveness of other college programs.
- Creates and maintains project documentation needed to replicate research projects.
- Assists with dashboards and portals to extract, collect, merge, analyze, and report on data and information related to academic programs, curriculum, enrollment management, student demographics, student success and other relevant data.
- Provides survey support, including survey design, extraction of student data in preparation for survey administration, campus-wide survey administration, data analysis, and report writing for dissemination and interpretation of results.
- Ensures data integrity by working with staff on campus for data validation and data procurement.

- Assist with creating dashboards for publication on the website and server to meet the data demands for College operational and strategic decisions making. Reviews dashboards and reports for data integrity and accuracy.
- Trains other Research Office staff in projects, software tools, etc., as needed.
- Exercises project responsibility from conceptual design and problem definition through data gathering, analysis, interpretation and findings; prepares research and statistical findings in appropriate graphic, tabular, written and oral formats for use by varying audiences.
- Remains informed of state federal legislative actions that have implications for research and evaluation at the community college, regional, state, and national level; examines community college system, service area, region, state, and national data and trends to determine possible impact on the college and populations it serves.
- Communicates with appropriate College staff, stakeholders and other community college districts in analysis, compilation, and interpretation of data.
- Assist the Director in responding to research questions and presenting results.
- Assists the Director in the dissemination and presentation of research findings to the campus including at meetings as assigned.
- Performs related duties as assigned.

EDUCATION AND EXPERIENCE:

- A. Bachelor's degree in statistics, mathematics, economics or social/educational research, educational administration, business administration, or other research related specializations, **AND** two years increasingly responsible experience involving related research and analysis activities and projects.

OR

- B. Associate's degree in statistics mathematics, economics or social/educational research, educational administration, business administration, or other research related specializations, AND four years increasingly responsible experience involving related research and analysis activities and projects.**

KNOWLEDGE OF:

- Standard and advanced statistical procedures related to sampling, correlation analysis, parametric and non-parametric statistics, projections and other quantitative measures applied to education, social and program research and evaluation.
- SQL querying, data warehousing, data visualization and dashboard development, statistical methods, principles or organization.
- Regression techniques, principles and tables.
- Research design for original data collection and analysis.
- Use of appropriate software packages, including proficient use of statistical software for data management, data analysis, graphics, and word processing.
- Technical report writing skills in organizing and presenting narrative and statistical information.
- Survey design, data collection and research project design, instruments, techniques and methodology.
- American Psychological Association (APA) formatting and style guide.
- District and college organizations, operations, policies, and procedures.
- Technical aspects of field of specialty.
- Correct English usage, grammar, spelling, punctuation and vocabulary, oral and written

communication skills.

- Public speaking techniques.
- Interpersonal skills using tact, patience and courtesy.
- Principles and procedures involved in handling sensitive data, including survey responses and personally identifiable information.

ABILITY TO:

- Establish and maintain effective working relationships with those contacted in the course of work.
- Follow guidelines laid out by the Director and independently design and implement complex studies in consultation with campus constituents.
- Work within a team or independently, demonstrating strong personal initiative and ability to work effectively with minimal supervision.
- Perform extensive technical research and evaluation duties.
- Interpret findings, analyze data, and provide related recommendations.
- Design database structures and forms for various research purposes and target audiences.
- Develop, maintain and enhance appropriate applications, databases, interactive dashboards and spreadsheets, survey data entry forms.
- Interact, participate, and conduct presentations to individuals, college groups, committees, organizations, and others as needed.
- Prepare reports for District personnel and State agencies to fulfill compliance regulations and requirements and to ensure institutional and matriculation effectiveness for appropriate funding.
- Independently follow Research Office guidelines to utilize accurate statistical procedures and sampling techniques, create, develop and maintain computer databases.
- Create and maintain necessary research documentation, files and records related to various research projects.
- Conduct meetings and interviews necessary for investigation and data collection related to assigned research projects.
- Use effective judgment, decision-making, and problem solving.
- Present information in a clear, concise manner both in writing and verbally.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides work direction to student and hourly workers as required.

CONTACTS: Faculty, staff, administrators, students and the general public.

PHYSICAL ABILITIES:

Seeing to read and analyze statistical data,

Sitting for extended periods of time.

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer, mouse and peripheral equipment.

WORKING CONDITIONS:

Office environment.

Incumbents may be exposed to extend viewing of a computer monitor.