EL CAMINO COLLEGE

JOB TITLE: RESEARCH ASSOCIATE

Classification:	Classified	Retirement Type:	PERS*
Salary Range:	39	Board Approved:	January 18, 2011

BASIC FUNCTION:

Under the general supervision of the Director, Institutional Research, perform a variety of analytical functions for El Camino College. Gather data and perform statistical and analytical institutional research; conduct demographic, regional, and labor market analyses; and calculate baseline and outcomes data for grant applications and reports. Scope of duties may include special emphases on student achievement and goal-completion, basic skills research, and career and technical outcomes.

REPRESENTATIVE DUTIES:

Provide data extractions and analytical support to El Camino College in the areas of student demographics, course enrollment, student engagement and service usage, academic performance, and outcomes of College programs and services.

Conduct studies to determine the effectiveness of both instructional and non-instructional programs and services implemented as a part of various College projects.

Perform analyses using appropriate and sound research methods and statistical techniques. Conducts literature reviews in support of research projects.

Utilize 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.

Assist in the design of paper and online student and workforce surveys. Administer surveys and apply appropriate computer tools, and data collection techniques to draw conclusions about target populations based on survey samples.

Work with requesters to clarify their needs and optimize the utility of research results for them and for the College.

Coordinate activities with the Director of Institutional Research and other campus representatives.

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

JOB QUALIFICATIONS:

Education and Experience:
Must have a bachelor's degree in a specialization involving social science, economics, higher education, social or educational research, psychology or a related field and at least two years of experience that demonstrates the ability to conduct complex analyses. Experience at a community college preferred. Master's degree or higher may be substituted for relevant experience.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Research theory, methodology and applied statistics.

Survey design.

Student learning outcomes.

Technical report writing.

Personal, mainframe and client server computer systems.

State and federal accountability reporting requirements.

Microsoft Excel and Access preferred.

Abilities/Skills:

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 research and analytic-related computer application programs such as database systems and statistical software such as SPSS.

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.

Frequent telephone use.

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.