

Institutional Research Analyst (Two Positions)

Position Information

Position Information

Job Title:	Institutional Research Analyst (Two Positions)
Position Number:	01989
Posting Date	03/06/2017
Closing Date	
Initial Screening Date	03/21/2017
Open Until Filled	Yes
Position Type:	Classified
Rate:	
Work Week	40 hour per week, 12 month position
Minimum Salary:	\$5,619.74 per month
Maximum Salary:	\$7,940.54 per month
Benefits:	<p>Our competitive benefits package includes medical, dental, and vision insurance; life insurance coverage; long-term disability insurance, and an employee assistance program (EAP). In addition, employees have the option to purchase:</p> <ul style="list-style-type: none">• Flex 125• AFLAC Policy• Supplemental voluntary life insurance• 403b Tax Shelter Annuity <p>All coverages begin on the first day of the month following the hire date. Employees are covered under the California Public Employees Retirement System (CalPERS) and are vested 100% after five years of full time service.</p>
College/Site:	District Office
Location	DO-KCCD Bakersfield Downtown
Basic Function	<p>Under the direction of an assigned supervisor, perform extensive and technical institutional research and evaluation duties, including those related to state-mandated matriculation programs and activities; design and perform research and evaluation of college and groups; prepare reports for college personnel to fulfill compliance regulations and requirements; assure institutional and matriculation effectiveness for appropriate funding.</p> <p>Representative Duties: Perform extensive statistical and technical planning, design, research and evaluation duties related to institutional projects, including, but not limited to, state-mandated matriculation programs and activities and a variety of internal and external issues Conduct reviews and assessment of academic and student services programs Utilize accurate statistical procedures and sampling techniques for institutional research projects to assure high levels of confidence and reliability to survey results Prepare reports for college personnel and state agencies to fulfill compliance regulations and requirements and to assure institutional matriculation effectiveness for appropriate funding Prepare and revise reports with accompanying tabular, graphic and statistical contents, descriptions of analytical methods used and narrative of findings and conclusions for college and matriculation research and evaluation Create, develop and maintain databases related to student enrollment projections, follow-up studies and analyses of program enrollment patterns</p>

Collect, assemble and perform statistical analysis; determine appropriate statistics for data types including frequencies, chi-square, correlation, multiple regression and others
Identify and extract a variety of requested data; inspect and code data in preparation for analysis; create project documentation and databases
Operate a variety of software packages used on mainframe and personal computers for data analysis, data management, graphics and word processing
Communicate with appropriate college staff, stakeholders and other community college districts in analysis, compilation and interpretation of data
Respond to research questions as requested; describe findings
Attend meetings as assigned
Perform related duties as assigned

Education and Experience

Any Combination Equivalent to:
Bachelors degree in statistics, mathematics, economics or social/educational research **AND** three years responsible experience involving related research and analysis activities and projects.

Knowledge and Abilities

Knowledge of:

Standard and advanced statistical procedures related to sampling, correlation analysis, projections and other quantitative measures applied to education, social and program research and evaluation

Regression techniques, principles and tables

Research design for original data collection and analysis

Use of personal computers, mainframe and appropriate software packages

Standard statistical software

Technical report writing

Organization and presentation of narrative and statistical information

Technical aspects of research

Effective public speaking

Uses, capabilities, characteristics and limitations of computers and related equipment

Modern office procedures and methods

Correct English usage, spelling, grammar and punctuation

Ability to:

Perform extensive and technical research and evaluation tasks

Design forms and documents for various research purposes and target audiences

Design and perform research and evaluation of college matriculation and other institutional planning issues

Interpret and apply applicable sections of the State Education Code and other related laws and regulations

Interact, participate and conduct presentations to individuals, college groups, committees, organizations and others as assigned

Prepare comprehensive statistical and narrative reports

Utilize accurate and appropriate statistical procedures and sampling techniques

Create, develop and maintain computer databases

Create and maintain necessary research documentation, files and records related to research projects

Conduct meetings and interviews necessary for investigation and data collection

Work as a team member with other college research staff

Use tact, patience and courtesy

Operate a computer and related peripheral equipment

Communicate clearly and concisely, both orally and in writing

Establish and maintain cooperative working relationships with those contacted in the course of work

Salary Grade

50.0

Special Instructions to Applicants

First Review of Applications:

Complete application packets will be accepted until the position is filled; but those received by 5:00 p.m. (Pacific Standard Time) on March 21, 2017 are assured consideration. The College reserves the right to extend time limits or reinstate the recruitment/selection process at any point.

Completed application packet must include:

- Completed Online Application for Employment form

- Current resume

- Letter of interest (Cover Letter)

- Copy of legible transcripts, if applicable

- List of six (6) professional references – Listed on application form

Applicants who require reasonable accommodation to participate in the selection process should contact Human Resources to make the necessary arrangements.

Recruitment Status (tentative):

- Application Screening: TBD

- Interviews: TBD

The District does not provide sponsorship for authorization to work in the United States. Work authorization should be established at the time of application submission.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you learn about the position?

- Newspaper
- Internet
- Employee
- Walk-in
- Chronicle for Higher Education
- Employment Agency
- KCCD Employee
- Other

2. The District does not provide sponsorship for authorization to work in the United States. Work authorization should be established at the time of application submission.

- I understand the above statement.

Optional & Required Documents

Required Documents

1. Cover Letter
2. References
3. Transcripts

Optional Documents

1. Other Document
2. Other Document (2)