



MONTEREY PENINSULA  
COLLEGE

**MONTEREY PENINSULA COLLEGE**  
invites applications for the position of:

**\*Associate Researcher**

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**SALARY:** \$5,017.00 - \$6,101.00 Monthly

**OPENING DATE:** 05/15/17

**CLOSING DATE:** 07/16/17 12:00 AM

**DESCRIPTION:**

**JOB SUMMARY:**

Under the direction of the Director of Institutional Research, the Associate Researcher supports the planning, development, and management of institutional research studies and projects related to student equity and student success in a community college. This position will help infuse an equity perspective into existing and new research projects and activities.

The Associate Researcher provides technical and analytic support on specific projects related to student equity and student success; conducts tasks as assigned to help produce studies; assists in analysis; assists in layout and formatting of reports consistent with project specifications and stakeholder needs.

**EXAMPLE OF DUTIES:**

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**Primary Responsibilities**

1. Under the direction of and in collaboration with the Director of Institutional Research, develop institutional research studies, analyze research results, design and produce reports; assure accuracy and timely completion of projects.
2. Design spreadsheets, statistical tables and associated graphs using appropriate computer software.
3. Design and prepare a variety of written and statistical reports in a timely manner and in a variety of presentation formats and publications.
4. Collect data, conduct analysis and prepare reports on student access, equity, and completion outcomes.
5. Conduct assessment and pre-requisite related research.
6. Collect, compile and present economic, labor market, and demographic data for the college service area, as well as at regional, State and national levels.
7. Participate in design, data collection, analysis, and dissemination of the results of surveys and focus groups to support studies and projects related to student success and student equity.
8. Participate in design, data collection, analysis and dissemination of the results of surveys related to campus climate and satisfaction with academic and student support services.
9. Assist in the dissemination of research information, written reports, statistical tables and charts, and survey data to administrators, faculty, staff, State and Federal agencies, other colleges, and interested individuals.
10. Contribute to the development and maintenance of Institutional Research related webpages.
11. Maintain research databases on student demographics and enrollments as well as databases related to student success.
12. Maintain current knowledge of data resources, research, and statistical tools and techniques such as SPSS and SAS.
13. Respond to ad-hoc requests, working with requestors to clarify their needs and optimize the utility of research results.
14. Assist in the maintenance of data to support reports and publications, program reviews, student outcomes and achievement, accreditation, and other institutional research reports that address

- student equity and/or student success.
15. Assist with accountability and evaluation data related to grants.
  16. Answer office phones, take messages, mail, assist the director as needed.
  17. Participate regularly in professional development opportunities. Attend District and regional meetings and workshops.

### **Other Duties**

Perform other duties related to the business of the department as assigned.

Participate on committees as required.

Train and monitor the work of part-time and student employees, where appropriate.

### **MINIMUM QUALIFICATIONS:**

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Bachelor's degree from an accredited college or university in education, social sciences, or statistics, or reasonably related coursework. Two years professional level social science and or educational research work experience.

A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

#### **Desirable Qualifications**

1. Master's degree from an accredited college or university in education, social sciences, or statistics, or a reasonably related field.
2. Documented experience reporting out to stakeholders, including production of a final product, such as a written or oral report.
3. Knowledge and experience using software applications for data management and data visualization.

#### **Education and Experience**

Any combination of education, experience and training which would indicate possession of the required knowledge, skills and abilities listed herein. For example, completion of approximately one year of college level course work in office administration, personnel administration, or a related field, and two years of responsible office experience; ability to communicate in languages other than English desirable.

#### **Knowledge**

Knowledge of: Concepts, processes, and terminology applicable to higher education research; salient issues and current methodologies in post-secondary educational research; information display and presentation techniques; advanced research techniques and statistical methods; survey design and techniques; methods of preparation of research reports; information systems used in higher education and methods of access for research purposes; technical writing and data presentation; computer systems, software, and hardware used in research; proper English usage, spelling, grammar, punctuation, editing, and proofreading techniques.

#### **Abilities**

Ability to: apply formula and macro usage in spreadsheets and databases, set up a database for projects with a view to the data's relationship to the project goals and desired outputs, adapt to changing technologies, utilize language skills to read, analyze, and interpret statistical reports, professional journals, technical reports, or governmental regulations, write reports, business correspondence, and procedures manuals, present information and respond to questions from groups of managers, program coordinators, and the general public, apply concepts such as fractions, percentages, ratios, and proportions to practical situations, utilize reasoning to define problems, establish facts, and draw valid conclusions, plan and organize work to meet schedules and changing deadlines, collaborate in team situations, work with and exhibit sensitivity to and understanding of the varied and diverse groups at the college, communicate clearly and concisely using correct English usage, both orally and in writing.

#### **WORK ENVIRONMENT**

Primarily an indoor working environment. Moderate physical effort. Sitting for long periods of time. May

require stooping, bending, periodic lifting up to 10 pounds, and walking. Requires travel to offsite locations.

## **WORK SCHEDULE / SUPPLEMENTAL INFORMATION:**

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#### Work Schedule

40 hours per week/12 months per year

Monday – Friday, 8:00 AM – 5:00 PM

Management reserves the right to change schedules as needed.

This is a classified manager and is an exempt position and not subject to overtime.

#### Salary

(STEP A) \$ 5,017 – (STEP F) \$ 6,101 + GREAT BENEFITS PACKAGE (no additional costs for benefits)

Monterey Peninsula College provides eligible employees with valuable benefits options, including medical, dental, vision, life/AD&D and long-term disability. Monterey Peninsula College is a PERS employer.

#### How to Apply

Visit [www.mpc.edu/employment](http://www.mpc.edu/employment) and select "classified and other positions." Here you will find the announcement and the "apply" button in the upper right hand corner. You will be asked to log-in or create a new user account.

For more information regarding the position please contact,

Kayla Garcia  
Human Resources Specialist  
831-646-3038  
[kgarcia@mpc.edu](mailto:kgarcia@mpc.edu)

- Complete all required fields of the application AND:
- Attach a .pdf of your cover letter which describes your interest in and qualifications for the position. AND
- Attach a .pdf of your resume AND
- Answer any required supplemental questions

Only items listed above will be reviewed by the screening committee. Human Resources does not accept additional materials such as: letters of reference, test scores from other institutions, certificates of courses/programs completed, letters of commendation from schools, or transcripts with your application. Such items, if included, will not be forwarded to the selection committee. If you are a finalist, HR will request any reference information that is required.

Monterey Peninsula College reserves the right to close or continue the recruitment at any time.

#### Conditions of Employment

Employment with Monterey Peninsula College is not complete or official until applicants meet all pre-employment requirements. Prior to employment, the selected candidate will be required to complete the following. All new employees are required to submit official transcripts, Risk Assessment or verification of a negative TB exam, proof of fingerprints taken via Live Scan to the Department of Justice, and proof of eligibility to work in the United States. Offers of employment are contingent upon Governing Board approval.

The District is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the District is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.mpc.edu/employment>

Position #2017-00005  
\*ASSOCIATE RESEARCHER  
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Monterey, CA 93940  
831-646-4016

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