

## **INSTITUTIONAL RESEARCH ASSISTANT**

(Classified Bargaining Unit)

(Range 40)

### **DEFINITION**

Under the general direction of the Director of Institutional Research, provides specialized assistance related to the assessment of Institutional and Student Learning Outcomes, Strategic Planning Objectives, and Institutional, Program and Planning Effectiveness; creates and maintains college Fact Book; designs paper and web-based surveys, creates and edits technical reports, and maintains the Institutional Research website.

### **DISTINGUISHING CHARACTERISTICS**

The Institutional Research Analyst is distinguished from other classes in Institutional Research in that the incumbents in this position perform complex analytical and technical support to ensure that Academic, Student Support and Administrative Outcomes as well as Institutional and Planning Effectiveness are assessed.

Incumbents in this position support student learning outcomes and institutional effectiveness by providing analytic and technical support to ensure that student learning outcomes are assessed.

### **ESSENTIAL FUNCTIONS**

- Provides specialized assistance related to the integration of Student Learning Outcomes (SLO) assessment into instructional improvement, institutional evaluation systems, and College planning and management; in collaboration with Faculty SLO Liaisons, presents assessment options, to departments, programs, and support units;
- Assists Faculty SLO Liaisons and the Director of Institutional Research with training in the assessment of SLOs to College faculty, managers, and staff; provides training to personnel concerning data collection and accountability policies, procedures, and techniques; presents assessment options for assessing institutional outcomes; examines and assures the efficacy of assessment tools; recommends appropriate assessment tools;
- Works collaboratively with instructional divisions and faculty, administrative units, and staff to design and conduct outcomes assessment; disseminates results as appropriate;
- Leads the coordination, preparation, distribution, collection, scoring and reporting of numerous State-mandated, organizational and specialized paper and web-based surveys;
- Assists in the preparation, editing and maintenance of a variety of narrative and statistical reports, records, and files related to research and data collection findings and results (e.g., College Fact Book, Annual Progress Report on SLOCCCD Strategic Plan, Institutional Effectiveness Outcomes Report, etc.);
- Maintains the Institutional Research website;
- Perform other related duties as required.

**Essential functions of particular positions within classifications may vary because job duties may vary by work location.**

### **QUALIFICATIONS**

#### **Education:**

#### **Required**

- Associate Degree;

**Preferred**

- Bachelor's degree.
- Successful coursework in mathematics, statistics, assessment and/or survey research.

**Experience:**

## Preferred

- At least one year of experience working with Outcomes Assessment and Organizational or Institutional Research.

**Or any equivalent combination of education and experience.****Knowledge of:**

- Student Learning Outcomes Assessment methods;
- Remark Office survey design, scanning and reporting and Remark Web survey design and reporting;
- Microsoft Word, Excel, Access, as well as Adobe Dreamweaver or equivalent HTML editor
- Principles and practices of data research, processing and analysis;
- Principles, practices, and techniques of data base structures and query design;
- Data retrieval and web-based research techniques (e.g., CCCCO DataMart, CPEC, IPEDS, Census, etc.);
- Excellent oral and written communication, technical report writing and editing skills;
- Strong analytical, problem solving and organizational skills;
- Laws and regulations related to State and federal reporting (e.g., ACCJC, CTEA, Gainful Employment, etc.);
- Strong interpersonal skills using tact, patience and courtesy;
- Correct usage of English, grammar, spelling, punctuation, and vocabulary;
- District policies and procedures.

**Ability to:**

- Perform specialized support duties in support of organizational student learning outcomes assessment;
- Interpret and apply laws, codes, rules, and regulations related to Accreditation and state and federally mandated reporting;
- Work independently with little direction and many interruptions;
- Communicate effectively both orally and in writing;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

**Physical ability to:**

- Read and comprehend printed matter and text and data on computer monitors;
- Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email;
- Sit or stand for extended periods of time;
- Lift and/or carry 25 pounds;
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

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