

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

CLASS TITLE: SENIOR RESEARCH & ASSESSMENT ANALYST

SALARY TABLE: 29

SALARY RANGE: 40

BASIC FUNCTION:

Under the direction of an assigned administrator perform professional activities involved in the research, collection, analysis, interpretation and reporting of data to assist in the evaluation of student success, accreditation, program assessment, and other measures of institutional effectiveness.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform professional activities involved in supporting and conducting institutional research; recruit and follow up with study participants, setup and format surveys, assist in other forms of data collection (e.g., focus groups, interviews), collect data from external sources (e.g., Employment Development Department, indeed.com), extract and format data from the District's student information system (SIS), conduct project appropriate analyses, write narratives to summarize research projects' methods and results.

Collect, input, and scan data into an assigned computer system; recruit and follow up with study participants, acquire project related data from relevant sources (e.g., surveys, SIS, websites), vet data for accuracy, and input data into the necessary reporting tables.

Review, analyze, and arrange data according to project specifications; assure accuracy and completeness of datasets for assigned projects; analyze data and write appropriate narratives to explain the methods and results of studies.

Develop and generate tables, graphs, and figures to enhance data presentation and reporting; identify and acquire required data for interactive graphic dashboards, build interactive graphic dashboards to project specifications.

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Serve as a technical resource to the campus' constituents concerning assigned projects: receive and support requests for research projects; generate, distribute, and support reports for departments and project coordinators; receive, prepare and distribute correspondence related to assigned projects, studies, and activities.

Extract data from the District's SIS and related databases to fill ad hoc data request. Work with internal and external customers to clarify their data needs, timeline, and format.

Operate a variety of office equipment including a copier, fax machine, scanner, computer, and specialized software

Provide strong internal and external customer support, especially in relation to assigned research projects.

Maintain a secure connection to the District's database and engage in best practices for the security and privacy of all data extracts and reports.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles, practices, procedures, and techniques involved in institutional and behavioral research: research methods, data collection, analysis, interpretation, and reporting.
- Inferential statistics and corresponding assumptions, null-hypothesis significance testing, evaluation and computation of effect sizes (e.g., correlation, Cohen's D)
- Statistical analysis software (e.g., R, SAS)
- Computerized data collection, management, and manipulation.
- Data control procedures and data entry operations.
- Data verification and clean-up procedures.
- Survey instruments, techniques, and methods.
- Study write up using American Psychological Association format or similar.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy
- Oral and written communication skills
- Principles, methods, and procedures of operating computers and peripheral equipment.

ABILITY TO:

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- Perform professional activities involved in behavioral research; data collection, analysis, interpretation, and reporting to assist in the evaluation of institutional effectiveness and accreditation.
- Use a computer to input data, create queries, extract and manipulate data, generate links to data and produce a variety of computerized data, records, and reports.
- Develop and generate tables, graphics, and figures to enhance data presentation and reporting.
- Prepare, develop, and modify forms and templates.
- Review and verify input and output data to assure accuracy and efficiency.
- Assemble, organize, and prepare data for records and reports.
- Type and input data at an acceptable rate of speed.
- Prepare study narratives, records, and reports.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently.
- Communicate effectively both orally and in writing
- Meet schedules and timelines.
- Plan and organize work
- Perform accurate mathematical and statistical calculations
- Demonstrate sensitivity to and understanding of the diverse academic, socio-economic, cultural, linguistic, disability, and ethnic backgrounds of students.

EDUCATION AND EXPERIENCE:

Bachelor's degree in psychology or related field that emphasizes behavioral research and demonstrated knowledge and ability to perform the job.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials and view a computer monitor.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Mobility to access campus locations.

Carrying, pushing, pulling, lifting light to moderate weight objects.

Stoop, bend, kneel, crouch, reach, and twist.