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| **RESEARCH ANALYST** | | | | |
| **Reports to:** | Dean, Research, Planning & Institutional Effectiveness | | | |
| **Dept:** | Various |  | **Range:** | 30 |
| **FLSA:** | Exempt |  | **EEO:** | Professional/Nonfaculty |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under general direction, design and perform complex quantitative and qualitative research studies, surveys and other analyses to support district institutional planning, assessment of academic quality, policy and practice development and compliance with state and federal reporting requirements; prepare research papers, reports and recommendations; participate in campus dialog regarding utilization of research findings with a broad variety of constituents; participate in the development of research agendas; and perform related duties as assigned.

### DISTINGUISHING CHARACTERISTICS*:*

A Research Analyst is distinguished from a Research Assistant in that an incumbent in the latter class gathers data and prepares reports in response to a wide variety of demographic and other information requests following established practices and procedures. Work performed by a Research Analyst requires a sound knowledge and application of research principles and meth­odologies, including software used in performing complex statis­tical analyses.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Design quantitative and qualitative research and study methodologies for a variety of insti­tutional research projects and assignments including studies related to the assessment of district programs and services, equity and student success programs and adult education, academic and career pathways; exer­cise project responsibility from conceptual design and problem definition/hypothesis development through to data collection, analysis, interpretation and findings.
2. Utilize established, appropriate research methodologies and statistical analysis techniques and perform analyses using sound, up-to-date research practices; identify required data resources; extract, collect and analyze data and information related to academic programs, curriculum, enrollment management, student demographics and outcomes, matriculation, assessment, student and employer surveys and other relevant data; conduct literature reviews.
3. Analyze data for trends and perform statistical analyses; identify patterns in student experi­ence, behavior, outcomes and completion of goals; provide action-based interpretation of patterns and analyses in the form of written reports, oral presentations, graphics, handouts and committee reports; collaborate with various campus constituencies in disseminating research results; facilitate dialog regarding how to interpret results and use research findings in decision-making processes and in the implementation of new and modified programs, policies, practices and systems to effect desired change in outcomes.
4. Verify accuracy, validate definitions, compile and format data from college databases and other sources for submission to state and local entities to meet reporting requirements; generate data sets required for grant applications and reporting.
5. Perform ad hoc queries and create reports from the college databases using a variety of computer languages and query tools.
6. Serve as a resource for faculty, staff and administration groups engaged in systemic review and evaluation of current district practices.

### OTHER DUTIES:

1. Participate in developing research agendas; guide research efforts to align with institutional priorities and national and state-wide trends in higher education.
2. May serve on or lead various committees and task forces.
3. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Theories, principles, methods and techniques of institutional and social science research.
2. Professionally accepted research practices applicable to research design, methodology development/selection, data analysis and interpretation and reporting.
3. Principles and practices of survey development, design and dissemination.
4. Theories, principles, methods and techniques of statistical analysis.
5. Statistical analysis software packages.
6. Principles, practices and methods of administrative, organizational and management analysis.
7. Applicable sections of the state education code and other applicable laws.
8. Basic principles, tools and techniques of project planning and management.
9. Data warehousing principles and methods.
10. Principles and practices of sound business communication appropriate to a variety of audi­ences; correct English usage, including spelling, grammar and punctuation.
11. Uses and operations of computers and standard business software including word process­ing, spreadsheet, database and presentation applications and query tools and languages.
12. Enterprise software data extraction and query tools.

### ABILITY TO:

1. Identify, investigate and define research issues and problems and locate sources of data to meet research needs and requirements, as appropriate to assigned scope of responsibility.
2. Understand, interpret, explain and apply standard research methodologies and techniques.
3. Use interactive analytical statistical software packages efficiently.
4. Operate computers and make advanced functional use of standard business software, including word processing, spreadsheet, presentation, graphics and database applications.
5. Work collaboratively with department heads, school deans, academic support staff and others to conduct research and study projects.
6. Use specialized software to create survey instruments.
7. Use a database dictionary and understand complex database structures to deliver infor­mation in a variety of formats to users of varying levels of skill with computer applications.
8. Learn and apply programming and database tools to provide effective access to and presentation of community college-related information.
9. Present research findings clearly, logically and in a meaningful and understandable form, using a wide variety of modalities.
10. Maintain the confidentiality of information.
11. Communicate effectively, both orally and in writing.
12. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
13. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

A master’s degree in social science, behavioral sciences, statistics or a related field from an accredited institution, and at least three years of progress­ively responsible experience in social science or institutional research, including responsibility for research design, methodology development and statistical analysis; or an equivalent combination of training and experience.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Temporary hourly workers and other staff as assigned.

**CONTACTS:**

Administrators, faculty, district staff, students, State Chancellor’s Office personnel, staff at other community colleges, external agencies, and the public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional lifting and carrying of objects weighing up to 25 pounds; ability to work at a computer, including repetitive use of computer keyboard, mouse or other control devices; ability to travel to a variety of locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily business office environment; subject to frequent public contact and inter­ruption; inter­mittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or weekends on an as-needed basis. Occa­sional local travel may be requested.