

**CLASS TITLE:      Senior INSTITUTIONAL RESEARCH ANALYST**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform institutional research and evaluation duties;; design and perform research and evaluation of programs, student groups, and colleges; support college personnel in fulfilling data reporting for compliance requirements; Support grant applicates with data reports.

The Senior Institutional Research Analyst applies an advanced knowledge of research methodology and analytical techniques to design, coordinate, and manage a wide range of research and reporting projects, which may involve the coordination of the efforts of multiple personnel; performs all phases of research, assessment, and evaluation studies, including problem definition, study design, data collection, analysis, interpretation and presentation of findings; consults with the campus community to determine research needs. The Senior Institutional Research Analyst is distinguished from the Institutional Research Analyst by their responsibility for coordinating and leading designated research functions within the department.

**REPRESENTATIVE DUTIES:**

Perform and lead statistical and technical planning, design, research, and evaluation duties related to institutional projects. E

Lead the process of evaluating academic and student services programs. E

Determine and utilize appropriate statistical procedures and sampling techniques to ensure high levels of confidence and reliability in survey analyses and research projects. E

Oversee and prepare reports for college personnel and state agencies to fulfill compliance regulations and requirements and to assure institutional matriculation effectiveness for appropriate funding. **E**

Design, implement, and evaluate survey results, including communication of results to the campus community.

Research, identify sources, and prepare and revise reports with accompanying tabular, graphical, and statistical contents, descriptions of analytical methods used and narrative of findings and conclusions. E

Query institutional databases related to student enrollment projections, follow-up studies and analyses of program enrollment patterns. E

Conduct qualitative research, such as focus groups and individual interviews. E

Create, develop, and maintain databases related to student enrollment projections, follow-up studies and analyses of program enrollment patterns. **E**

Provide expert support, consultation, and analysis for enrollment management, equity, and student success initiatives; provide requested data and suggest additional data and analyses, as appropriate E

Develop and share code for use in data preparation and analysis. E

Create project and database documentation. E Provide guidance and support to institutional research analysts, data coaches, and other personnel on how to access, interpret, and communicate data and research findings. E

Extract data from a variety of external data sets and data marts such as the CCCCCO Data Mart, Census, Bureau of Labor Statistics, CSU Analytics, COCI, Assist.org, etc. E

Use a variety of software packages for data analysis, data collation, data management, graphics, and word processing (e.g., Tableau, R, SPSS, Cognos, Excel, PowerPoint). E

Communicate with appropriate college staff, stakeholders and other community college districts in analysis, compilation, and interpretation of data. ***E***

Prepares research agendas and calendars; tracks progress of research projects. E

Respond to research questions as requested; describe findings. E

Serve on committees and attend meetings as assigned. E

Perform related duties as assigned.

## **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.  
Effective public speaking.  
Effective written communication skills.  
Social Science Research Methodology design for original data collection and analysis.  
Use of personal computers and appropriate software packages.  
Use of statistical, data querying, and data visualization software  
Technical report writing.  
Organization and presentation of narrative and statistical information.  
Technical aspects of research.  
Uses, capabilities, characteristics and limitations of computers and related equipment.  
California Community College initiatives.  
Survey sampling, design, and research.  
Qualitative and quantitative data analyses techniques.  
Inferential and descriptive statistics.

### **ABILITY TO:**

Learn, interpret, and apply institutional, state, and federal regulations, legal mandates, policies, rules, and guidelines to a variety of operational procedures.  
Perform extensive and technical research and evaluation tasks.  
Design forms and documents for various research purposes and target audiences.  
Conduct research, collect, compile, assemble, and report a variety of data and information used for analysis of institutional planning issues, decision making, trend monitoring, reports, and publications.  
  
Learn new ideas, procedures, processes, and computer software quickly and independently.  
Perform appropriate statistical analyses and interpret results and findings.  
Review input and output data to assure accuracy and efficiency.  
Establish priorities, plan, and organize a variety of work assignments.  
Interact, participate, and conduct presentations to individuals, college groups, committees, organizations, and others as assigned.  
Prepare comprehensive statistical and narrative reports.  
Maintain confidentiality when dealing with sensitive and privileged material and information.  
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.  
Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in statistics, mathematics, economics, or social/educational research and five years responsible experience involving related research and analysis activities and projects.

## **WORKING CONDITIONS:**

ENVIRONMENT:  
Office environment.

## **PHYSICAL DEMANDS:**

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

1.	Seldom = Less than 25 percent	3.	Often = 51-75 percent
2.	Occasional = 25-50 percent	4.	Very Frequent = 76 percent and above
<u>4</u>	a.	Ability to work at a desk, conference table or in meetings of various configurations.	
<u>1</u>	b.	Ability to stand for extended periods of time.	
<u>4</u>	c.	Ability to sit for extended periods of time.	
<u>4</u>	d.	Ability to see for purposes of reading printed matter.	
<u>4</u>	e.	Ability to hear and understand speech at normal levels.	
<u>4</u>	f.	Ability to communicate so others will be able to clearly understand a normal conversation.	
<u>1</u>	g.	Ability to bend and twist.	
<u>1</u>	h.	Ability to lift <u>25</u> lbs.	
<u>1</u>	i.	Ability to carry <u>25</u> lbs.	
<u>4</u>	j.	Ability to operate office equipment, computer, or related peripherals.	
<u>1</u>	k.	Ability to reach in all directions.	

*This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.*