

Research Analyst
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237932>

Downloaded On: Jun. 30, 2024 8:54am

Posted Jun. 19, 2024, set to expire Oct. 16, 2024

Job Title	Research Analyst
Department	
Institution	West Valley-Mission Community College District Saratoga, California
Date Posted	Jun. 19, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description

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Research Analyst

Closing Date:

Definition:

West Valley College, part of the West Valley-Mission Community College District, is located in Saratoga, California, just minutes from the heart of the Silicon Valley, in a beautiful park-like setting on 143 wooded acres. Our staff and faculty are among the most qualified in the state, and our students appreciate the college for its friendly staff and supportive atmosphere. Designated as a Hispanic Serving Institution, West Valley College enrolls about 14,000 students annually. The student population

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represents diverse communities from the cities of Saratoga, Campbell, and Los Gatos. Detailed information about the student population, including data related to student success, can be found on the [Office of Institutional Effectiveness and Research](#) webpage.

We are seeking a Research Analyst to join the Office of Institutional Research team that provides information, analysis, and decision-support for budgeting, operations, planning, grants, accreditation, policy, and strategy across college. Reporting to the Dean of Institutional Effectiveness and Research, the Research Analyst performs technical and complex institutional research duties such as: writing complex queries and conducting analysis to answer research questions; evaluating program effectiveness; designing and conducting research studies (e.g. survey, focus groups); participating in data governance and operational improvement efforts; developing, maintaining, and deploying data reports and dashboards; and creating meaningful interpretation and presentation of research findings both orally and in writing to technical and non-technical audience.

West Valley College is committed to addressing inequities and injustices, both societal and institutional, and recognizes that higher education and our institution has colluded, harmed, and remained complacent in upholding aspects of white supremacy, ableism, patriarchy, and other systems of oppression. The West Valley College community is committed to long-term equity, social justice, and racial justice work that will transform individuals, the institution, and the greater community. As a collective community, we embrace accountability and will act with courage, grace, humility, and a commitment to learning and unlearning.

The ideal candidate will share West Valley Colleges commitment to addressing institutional inequities and injustices, possess the knowledge, skills, and life experiences to address the cultural and educational needs of a culturally diverse student population, and is passionate about using data to support institutional decision-making and action. Applicants with experience using R or other similar statistical data analysis software to effectively manage institutional research projects and workflows are strongly encouraged to apply.

In your application, please include:

1. A cover letter of no more than 3 pages that addresses:

- Transferable experience, knowledge, skills, and abilities to serve as a Research Analyst
- culturally inclusive and equity-minded practices/strategies you would incorporate into this role
- Evidence of responsiveness to and understanding of the racial, socioeconomic, academic, and cultural diversity in the workplace, including individuals with different ability statuses (e.g., physical and/or learning) as these factors relate to the need for equity-minded practice in the

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campus community.

2. Response to exercises using the raw data in the link provided [here](#).

Assignment:

100% of full time, 37.5 hours per week, 12 months per year, with anticipated start date of September 2024. Schedule may change to include some evening or weekend hours, as needed. This position is represented by the West Valley-Mission Classified Employees Association (WVMCEA), Office, Technical & Business Services Employee Unit.

Work Location: West Valley College, Saratoga, CA

Salary and Benefits:

Anticipated Hiring Range:

- \$9,526.75-\$10,434.75 monthly (WVMCEA Salary Schedule, Range 75, Steps A-C).

Benefits include:

- Employer-contributed medical, dental and vision for employee, spouse, and/or dependents.
- Employer-paid long term disability for employee.
- Employer-provided life insurance.
- 14 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year.
- 12 days vacation leave accrued annually; rate increases step-wise up to maximum 22 days vacation leave accrued annually.
- 12 days sick leave accrued annually.
- Personal necessity leave and personal business leave.
- Educational growth incentive program from \$45 to \$225 monthly.
- \$1000 longevity award annually after 10 years of service and \$1,500 longevity award annually after 15 years of service.
- CalPERS retirement.
- Position is union affiliated.

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Minimum Qualifications:

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

1. Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Experience: Two years of responsible statistical and research experience.
3. Education: Equivalent to a Bachelors degree from an accredited college or university with major course work in business administration, public administration, statistics, social science, computer science, or a related field.

Examples of Duties and Responsibilities:

Duties may include, but are not limited to, the following:

- Plan, coordinate, conduct and analyze administrative and operational analysis and studies; conduct qualitative research; recommend solutions based on findings.
- Design, develop, and coordinate implementation and evaluation of departmental administrative and operational systems and procedures.
- Maintain the assigned website; research request work order system and prioritize requests; monitor research office budget, including managing purchase orders.
- Create and maintain databases from a variety of internal and external sources; monitor development and input of data.
- Interpret, evaluate and clarify research requests to determine data sources and informational sources.
- Conduct focus groups; give oral presentations.
- Identify, troubleshoot, and resolve inquiries on external and internal research data from both internal and external sources.
- Monitor and analyze changes to laws, regulations, and procedures relative research projects; interpret, explain, and disseminate information on pertinent regulations to administrators, faculty and staff; fulfill external reporting requirements.
- Provide leadership and coordination of assigned research projects; liaison with other district and/or college departments and divisions, faculty and administrators to ensure updated information is available and presented on web site.

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- Coordinate, review work of, and collaborate with, technical and administrative support staff and students.
- Provide support for college planning process; coordinate information and resources for department administrators and faculty.
- Prepare, administer, analyze and maintain a variety of college reports and surveys.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

For more information on this position and to apply, please visit our website at the following link:

wvm.peopleadmin.com

Applicants who, due to a disability, require accommodations to complete the application, testing or interview process, please contact Human Resources at (408) 741-2174 to arrange for assistance.

West Valley-Mission Community College District is an Equal Opportunity Employer.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

West Valley-Mission Community College District

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