

Research Analyst
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242919>

Downloaded On: Aug. 10, 2024 1:17pm

Posted Aug. 9, 2024, set to expire Aug. 12, 2024

Job Title Research Analyst
Department SAC Executive Division
Institution Rancho Santiago Community College District
Santa Ana, California

Date Posted Aug. 9, 2024

Application Deadline 08/12/2024

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

Rancho Santiago Community College District

Salary Range: Grade 17: \$84,948.45 - \$108,525.62

Job Type: Full Time

Job Number: CL24-00921

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Location: Santa Ana, CA

Division: SAC Executive Division

Closing: 8/12/2024 5:00 PM Pacific

Job Description

CLASS SUMMARY

Under direction works with administrative and instructional staff and other community colleges and agencies to develop and implement research studies; identify research questions and appropriate project design, prepare research instruments and implement data collection process, analyze data and produce reports; coordinates and disseminates information; assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Prepares research designs and data collection instruments; completes literature reviews; creates data processing designs for the microcomputer and/or mainframe processing of research data; supervises student assistants and the collection of data; analyzes data in relation to policy questions and study purposes; creates statistical tables and graphic displays; writes research reports; presents and disseminates research findings; attends meetings and maintains communication and liaison with research study-related individuals; coordinates ongoing research which may relate to topics such as student retention and tracking, student outcomes, follow-up studies, student skills assessments, demographics, institutional self-study and community and business needs assessments.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated manager and may supervise the work of student assistants.

KNOWLEDGE AND ABILITIES

Thorough Knowledge of: research design and methods, analysis, writing and reporting methods.

Good Knowledge of: Statistics, data processing software; data collection instrument development; community college programs.

Ability to: write clear, concise reports; communicate well with other program staff; organize and coordinate projects; initiate, design and complete research projects with a minimum of direction; learn new computer technology and research methods; work cooperatively with others of diverse program backgrounds.

Skills: research, computer, human relations, organizational, and statistical skills sufficient to carry out the job duties successfully.

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Job Qualifications

MINIMUM QUALIFICATIONS

Training and Experience Any combination of training and/or experience equivalent to a Bachelor's degree with educational background in statistics, computer science, educational program delivery or management; and three years of experience in research or demonstrated ability to conduct such research.

ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

EEO STATEMENT

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

SELECTION CRITERIA

Application Screening In addition to the requirements and responsibilities listed, the following criteria will be considered in selecting candidates for interviews:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability if applicable
- Demonstrated experience in working with diverse socio-economic communities
- Professional growth activities

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- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving Skills

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool. **Interview** Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants. The District will make reasonable accommodations for applicants with disabilities. Applicants should contact Recruitment in the Human Resources Office for assistance. **Application Procedures** To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

A Complete Application Packet Must Include the Following:

1. RSCCD Online Application
2. Resume - details all relevant education, training, and other work experience

Conditions of Employment The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.

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2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4570771/research-analyst>

Contact Information

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

Contact

SAC Executive Division
Rancho Santiago Community College District

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