

RESEARCH ANALYST II
San Jose/Evergreen Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=243183>

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Posted Aug. 15, 2024, set to expire Sep. 1, 2024

Job Title	RESEARCH ANALYST II
Department	Research and Institutional Effectiveness
Institution	San Jose/Evergreen Community College District San Jose, California
Date Posted	Aug. 15, 2024
Application Deadline	09/01/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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RESEARCH ANALYST II

San Jose/Evergreen Community College District

Close/First Review Date:09/01/2024

Work Location: San Jose City College

Position Description:

POSITION SUMMARY

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The Research Analyst II reports to the Dean of Research, Planning and Institutional Advancement at San Jose City College. The work schedule is 12 months per year; 40 hours per week; Monday - Friday; 8:00 a.m. to 5:00 p.m.

The Research Analyst II is grant funded and contingent upon yearly funding.

This position is represented by CSEA (California School Employees Association), Chapter 363.

POSITION PURPOSE

Under the direction of an assigned administrator, the Research Analyst II serves as a lead analyst in developing and maintaining institutional research programs. The position provides support for research data management and quality assurance programs; supports the development and maintenance of strategic district or college planning processes; uses and analyzes data and conducts research to support decision-making, budgeting, assessments and evaluations, and enrollment management and to support the district or college in maximizing educational effectiveness and program performance.

KEY DUTIES AND RESPONSIBILITIES:

1. Serve as a lead research analyst in district or college research projects.
2. Develop institutional research studies using a wide variety of research analysis methodologies and technologies.
3. Collect, compile and assemble statistical data, including the District, regional, state and national.
4. Design, prepare and disseminate a variety of statistical reports and survey data and present to a wide variety of audiences both internal and external.
5. Establish and maintain databases related to student success including retention, persistence, course completion, placement and others.
6. Develop, use, and maintain query tools and templates for accessing data in data warehouse and other databases; assess needs for access and query templates.
7. Work as a team member in composing, preparing, editing and proofing other office research documents, reports, memos, and correspondence prior to college-wide or district-wide distribution.

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8. Provide training and support for faculty and staff on query tools, templates, and topics of special research interest, including research/evaluation/survey designs, statistical methods, testing and assessment concepts.
9. Support colleges in the preparation of grant applications and reporting such as Title III to funding organizations.
10. Assist with other college studies including studies of transfer rates, transfer readiness, institutional effectiveness and student satisfaction.
11. Stay current on findings and trends in institutional research and planning, especially as related to data management, data warehousing, decision support systems, and institutional research web site use and support.
12. Participate in local, regional, and state activities to promote institutional research and planning and for professional development.
13. Represent the department on district or college planning councils and institutional effectiveness committees.
14. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Research design, methods, sampling, statistics, and analytical strategies and techniques typically used in institutional research.
2. Current management information systems software including database, spreadsheet and graphic display.
3. Advanced formula and macro usage in spreadsheets and databases.
4. Database query tool use, data reduction and display techniques.
5. California community college data element structures.

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6. Principles and techniques of information display and presentation in an environment with diverse audience.
7. Modern office practices, procedures and equipment including computer operation.
8. Oral and written communication skills.

Skills and Ability to:

1. Lead in the development and maintenance of complex database systems and a decision-support system for institutional research purposes
2. Design and conduct institutional research projects and studies including research design, methods, statistical analysis, qualitative research methods, and analytical techniques.
3. Set up database for projects with a view to the data relationship to the total project goals and outputs.
4. Read, analyze and interpret statistical reports, professional journals, technical procedures or governmental regulations.
5. Write reports, business correspondence and procedures manuals.
6. Gather, validate and interpret data from a wide variety of sources including literature and Internet searches.
7. Perform appropriate statistical analyses and interpret results and findings.
8. Communicate effectively both orally and in writing.
9. Establish and maintain cooperative and effective working relationships with others.
10. Work independently with little supervision; prioritize work and meet schedules.

Required Qualifications:

EDUCATION AND EXPERIENCE

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1. Bachelors degree in statistics, mathematics or related field.
2. Two years of directly related research work experience.
3. Work experience as a lead with evidence of increasing responsibility over the work of others.

Desired Qualifications:

Districts Diversity Requirements

- Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.
- Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the Districts hiring policy; or demonstrated equivalent transferable skills to do so.

Salary Range:

\$96,905 - \$118,185 Annual Salary (Range 115: Classified Salary Schedule Fiscal Year 2024-2025). Starting placement is generally at Step 1.

Benefits:

Excellent fringe benefit package includes a pension, medical, dental, vision, EAP (employee assistance plan) and life insurance for employee and eligible dependents, and income protection. Voluntary plans include supplemental life insurance, Flexible Spending Accounts, 403b and 457 Deferred Compensation Accounts. Classified employees also receive vacation, 12 sick leave days and 20 paid holidays.

To be considered for this position please visit our web site and apply on line at the following link: <https://sjeccd.peopleadmin.com/>

About San Jose/Evergreen Community College District

The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District

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recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive role models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2017, with enrollment of approximately 18,500 per semester, and an extremely diverse student population (Hispanic/Latino 44%, Black/African-American 4%, Asian/Pacific Islander 32%, American Indian/Native American 0.5%, White/Caucasian 11%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the District's emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse group of managers, supervisors and confidential staff consisting of 29 % Hispanic/Latino, 13% Asian/Pacific Islander, 7% Black/African American, 23% White/Caucasian, and as well as encouraging applications from all qualified, outstanding applicants.

Contact Information

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

Contact

Research and Institutional Effectiveness
San Jose/Evergreen Community College District