

**Research Analyst (SHORT-TERM, TEMPORARY)  
West Valley-Mission Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=246610>

Downloaded On: Oct. 19, 2024 1:21pm

Posted Oct. 7, 2024, set to expire Jan. 26, 2025

<b>Job Title</b>	Research Analyst (SHORT-TERM, TEMPORARY)
<b>Department</b>	
<b>Institution</b>	West Valley-Mission Community College District Saratoga, California
<b>Date Posted</b>	Oct. 7, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5700392">https://apptrkr.com/5700392</a>

**Apply By Email**

**Job Description**

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**Research Analyst (SHORT-TERM, TEMPORARY)**

**Closing Date:**

**Definition:**

SHORT-TERM, TEMPORARY STAFF POOL

This recruitment is being conducted to fill temporary assignments for the upcoming semester that can begin as soon as summer 2023. Applications for Short-Term, Temporary Staff pools are continually accepted (unless otherwise specified) by the District and will be added to the application pool for



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review by hiring authorities on an as-needed basis. Should you be invited for an interview, you will be contacted by a District representative.

### POSITION DEFINITION

To perform a variety of highly skilled professional work in the design and conducting of research and analysis projects, identifying data sources, and extracting and analyzing data in support of an assigned campus department or division; and to provide professional level technical support to end users and an assigned supervisor.

### **Assignment:**

This is a temporary, hourly position, with possible assignments located at either WVMCCD campus:

- Mission College, Santa Clara, CA
- West Valley College, Saratoga, CA

Generally, most assignments are Monday-Friday, 8:30am-5:00pm. Hours may vary depending on departmental needs.

### **Salary and Benefits:**

\$49.69 (hourly)

Due to the temporary nature of this position, benefits are not included.

### **Desired Qualification:**

Not Applicable

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**Knowledge and Abilities:**

**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.
- 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.
- Perform related duties as assigned.

**Working Conditions:**



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### **Other Duties:**

### **Physical Demands:**

### **Application Information:**

#### APPLICATION INFORMATION:

- Interested applicants must submit online all materials requested, including:
  - A completed online West Valley-Mission Community College District application; and
  - Resume
- All sections of the online application, including Education and Work History, must be completed thoroughly.
- Supervisor(s) name(s) and telephone numbers must be included in the application.
- Incomplete applications will not be considered.
- Do NOT send unrequested materials. Unrequested materials will be removed from your application and will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully and completely.

For reasonable accommodations and assistance, contact:

Office of Human Resources, Attn: Recruitment

14000 Fruitvale Ave, Saratoga, CA 95070

Phone: (408) 741-2174 Fax: (408) 867-9059

Email: [Jobs@wvm.edu](mailto:Jobs@wvm.edu)

### **Selection Process:**

#### SELECTION PROCESS INFORMATION:

- Applications will be screened by appropriate department representatives on an as-needed basis. Qualified applicants who best meet the needs of the division will be contacted for an interview.
- Travel expenses to attend the interview are the responsibility of the candidate.
- Applications will remain in our online system for 1 year. Each year, part-time pools will be

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- refreshed and applicants will be notified of the opportunity to re-submit application.
- Application materials become the property of the District and will not be returned or duplicated.
  - The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.
  - Offers of employment are contingent upon the successful clearance from a criminal background check, freedom from tuberculosis, and proof of identity and eligibility to work in the United States prior to the first day of work.

**EEO STATEMENT:** West Valley-Mission Community College District is an Equal Opportunity Employer that seeks to employ a diverse workforce who will contribute to an inclusive and welcoming educational and employment environment. The District is committed to nondiscrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, genetic information, ancestry, gender identity, gender expression, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, military or veteran status, and medical condition consistent with applicable federal and state laws.

**COVID-19 Vaccine Requirement**

West Valley-Mission Community College District is committed to protecting the health and well-being of students, faculty, staff, administrators, and the communities it serves. As such, the Board of Trustees has adopted policies requiring COVID-19 vaccinations for all employees and students of the district. Accordingly, new employees must comply with the vaccine mandate prior to hire. See vaccine mandate information at (<https://www.wvm.edu/covid-19/Pages/District-Vaccination-Policy.aspx>).

**Special Instructions to the Applicant:**

**Posting Number:** FY21/22-017POOL

**Open Date:** 03/11/2022

**Close Date:**

**Open Until Filled:** Yes

**For more information on this position and to apply, please visit our website at the following link:**  
[wvm.peopleadmin.com](http://wvm.peopleadmin.com)



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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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