

TEMPORARY Research Assistant
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=247089>

Downloaded On: Oct. 19, 2024 1:20pm

Posted Oct. 15, 2024, set to expire Jul. 23, 2025

Job Title	TEMPORARY Research Assistant
Department	
Institution	State Center Community College District Fresno, California
Date Posted	Oct. 15, 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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TEMPORARY Research Assistant

Salary: \$35.32 - \$43.44 Hourly

Location: SCCCD District Office - Fresno, CA

Job Type: Temporary

Division: DO Educational Services & Institutional Effectiveness

Job Number: 202400276-T

Closing:

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General Purpose

Under general supervision, conducts a variety of research to identify potential sources of grant funding to achieve District and department strategic goals and program funding priorities and to support other institutional research programs and priorities; drafts a variety of reports, templates, timelines, training materials and other supporting documents; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Conducts research to identify potential sources of grant funding in alignment with District, college and departmental program needs, goals and strategic objectives; refers promising funding opportunities to deans, faculty and staff to review and determine whether funding applications will be submitted; analyzes grant application requirements to determine data needs and materials, such as timelines and templates, to facilitate the application process; works with District/college program staff to coordinate grant proposal development to meet strict funder deadlines and requirements; solicits letters of support/commitment from outside program/community partners, as assigned; participates in final edit and packaging processes; uploads completed applications to funder sites.
- Researches and performs preliminary analyses of data required for grant applications from internal and external sources; works with the grant development team to ensure accuracy, clarity, accessibility, usability and confidentiality of information.
- Conducts best practice research regarding grant stewardship policies/practices and prepares research papers to present findings and conclusions; develops and recommends grant development policies and procedures consistent with grant stewardship best practices; drafts materials for use in grants development training programs for inclusion in the professional development curricula for District staff.
- Regularly interfaces with administrators, faculty, staff, program officers, legislative offices and the public to collect and disseminate data.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

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OTHER DUTIES

- Tracks budget expenditures and assists in developing and maintaining ledger books, records and files for assigned department.
- Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of grant writing and administration.
- Basic methods and techniques of institutional and social science research.
- Professionally accepted research practices applicable to research methodology development/selection, data analysis and interpretation and reporting.
- Data extraction and query tools such as structured query language (SQL).
- Basic principles, practices and methods of administrative, organizational and management analysis.
- Basic sections of federal, state and local laws associated with grant management.
- Basic database management principles and methods.
- Modern office practices, procedures and equipment including computers and applicable software programs.
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- Uses and operations of scanners, phone systems, computers, standard business software, and database and spreadsheet applications.

Skills and Abilities to:

- Conduct assigned research, organize materials, analyze data and prepare reports such as those required by institutional effectiveness programs or grant-funding agencies.
- Identify, investigate and define research issues and problems and locate sources of data to meet research needs and requirements, as appropriate to assigned scope of responsibility.
- Understand, interpret, explain and apply standard research methodologies and techniques.

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- Operate computers and make advanced functional use of standard business software, including word processing, spreadsheet, presentation, graphics and database applications.
- Present research findings clearly, logically and in a meaningful and understandable form, using a wide variety of modalities.
- Maintain the confidentiality of information.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a major in social science, institutional research or another relevant field, and at least two years of progressively responsible experience as a grant writer, research assistant or analyst; or an equivalent combination of training and experience.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and to lift up to 10 pounds and occasionally up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

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While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet. The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

Assessment Process

Only the most qualified candidates will be referred to the hiring manager.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4691310/temporary-research-assistant>

Contact Information

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

Contact

N/A

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