

**Research and Planning Specialist
Copper Mountain College**

Direct Link: <https://www.AcademicKeys.com/r?job=256164>

Downloaded On: Apr. 23, 2025 5:48pm

Posted Apr. 23, 2025, set to expire Aug. 20, 2025

Job Title Research and Planning Specialist
Department Planning, Research, and Institutional Effectiveness
Institution Copper Mountain College
Joshua Tree, California

Date Posted Apr. 23, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Other Administrative Categories

Academic Field(s) Administration - Other

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Job Description

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Research and Planning Specialist

Salary: \$4,807.62 - \$7,266.24 Monthly

Job Type: Part-Time

Department: Planning, Research, and Institutional Effectiveness

Closing:

Location: Joshua Tree, CA

Job Number: 2025-04-22RPSAE

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Position Description

Under the direction of the Dean of Planning, Research, and Institutional Effectiveness (PRIE), performs a variety of duties using statistical techniques, SPSS, R, SAS, or similar statistical software to develop and maintain research files and records; read and interpret statistical data; compile, organize and analyze data and prepare analytical reports pertaining to the District's research agenda; performs complex responsibilities such as State and Federal data management and reporting. Research, prepare and analyze reports, assists in data collection, data review, data research and other research as identified by the District; develops queries or programs to process data; analyzes data using software; assists in the development of written reports and/or oral presentations.

This position will support Copper Mountain College's Adult Education Program data and fiscal reporting needs for the California Adult Education Program, a restricted fund, and Workforce Innovation and Opportunity Act (WIOA) Title II - Adult Education and Family Literacy (AEFLA), a federal grant.

This is a 25 hours/week, 12 months/year position in the Adult Education Department.

Remote work is a possibility for highly qualified candidates*

****BE SURE TO UPLOAD THE REQUIRED DOCUMENTS LISTED BELOW OR YOUR APPLICATION MAY NOT BE CONSIDERED****

Duties and Responsibilities

- Conducts a variety of studies for both instructional and non-instructional programs and services for the District.
- Inputs, formats, and reports institutional information; runs statistical analysis as necessary.
- Collects and inputs a variety of data, including survey development using scannable publishing software or online tools.
- Work closely with managers to support the District's external State and Federal reports within required timelines. Reports include, but are not limited to: State Chancellor's Office reports, IPEDS, National Student Clearinghouse, and custom reports as requested by managers.
- Work closely with the Deans of PRIE, Student Services, and Academic Affairs to review and correct error reports on State MIS transmissions.
- Conducts literature research; reviews and maintains current research literature.

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- Maintains accurate and confidential data files in both hard copy and electronic format.
- Prepares a variety of tables, charts and graphs in Excel, PowerPoint, or other software; writes and edits material, including drafts of material and data for presentations and/or publications.
- Interprets, synthesizes, and analyzes data using scientific or statistical techniques.
- Modifies and plans research procedures; tests or surveys instruments.
- Reports on status of research activities.
- Provides services for CTE Strong Workforce.
- Prepares presentations for District needs Assists in research design and applies appropriate computer tools, statistical measures and data collection techniques.
- May serve on committees.
- May attend events and meetings to supply information and/or represent the District.
- Performs other related duties as assigned.

Qualifications

Education and Experience:

- A bachelor's degree or higher from an accredited college or university, with major coursework in computer science, mathematics, statistics, business, economics, or a related field.
- One (1) year of experience in the collection, analysis, reporting and presentation of research data.
- Demonstrated evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic background, and abilities of community college students.
- Experience in an educational setting is desirable.

Licenses and Other Requirements: Valid California driver's license, an acceptable driving record, and insurability by the District's insurance carrier.

Knowledge of: Research design, data evaluation and database management as applicable to higher education; institutional research, statistics, statistical applications, collection and correlation of data; computer based management information systems; methods and techniques of technical analysis and report writing; principles and techniques of research and analysis; oral and written presentation

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techniques; office procedures, methods and equipment including computers and applicable software applications. Customer service and interpersonal skills using tact, patience, and courtesy.

Ability to: Communicate effectively, orally and in writing, with all segments of the college community; use statistical techniques, SPSS, R, SAS, or similar statistical software; ability to research, prepare and analyze reports; develop and maintain research files and records; read and interpret statistical data; compile, organize and analyze data and prepare analytical reports and make recommendations; review and maintain current research literature; adapt to changing technologies and learn functionality of new equipment and systems; learn California Community College state MIS requirements and filing procedures; set priorities and meet deadlines; organize and gather information accurately; make independent decisions without direct supervision; type at an acceptable rate of speed; operate office machines including a computer and applicable software; understand and follow oral and written instructions.

Supplemental Information

- Ability to read computer screens and text.
- Ability to communicate effectively in group settings and by telephone to internal and external personnel.
- Ability to travel via personal or commercial transportation.
- Ability to sit or stand for extended periods of time.
- Ability to operate computer keyboards and office equipment.
- Ability to lift and/or carry equipment and/or supplies up to 30 pounds.

Required Attachments:

1. A current and complete resume or CV highlighting educational, professional, and applicable experiences.
2. College transcripts from an accredited college or university if education is a requirement of the position (student copies are acceptable for application purposes but official transcripts will be required if hired).
3. A cover letter.

Tentative Timeline:

First consideration will be given to candidates who apply by **May 20, 2025**. Applications will be accepted until the job posting is removed.

Applications will be reviewed in the order in which they are received. Based on the number of

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applications received, this posting may close without notice.

*All dates are subject to change based on availability

Equal Opportunity Statement

Copper Mountain College is committed to Equal Employment Opportunity for all persons and to provide educational and employment opportunities free from discrimination on the basis of ethnic group identification, gender identification, national origin, religion, age, veteran status, sex, race, color, ancestry, sexual orientation, or physical or mental disabilities, and other physical or verbal conduct. Inquiries regarding compliance and/or grievance procedures may be directed to the School District's Title IX Officer and/or Section 504/ADA Coordinator.

To apply, please visit <https://www.schooljobs.com/careers/cmccd/jobs/4915675/research-and-planning-specialist>

Contact Information

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

Contact

Planning, Research, and Institutional Effectiveness
Copper Mountain College

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