SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: RESEARCH & ASSESSMENT ANALYST

BASIC FUNCTION:

Under the direction of the Director-Institutional Assessment, Research & Planning, perform a variety of professional activities involved in the research, collection, analysis, interpretation and reporting of data to assist in the evaluation of institutional planning issues, accreditation, assessment, student success, retention and other measures of institutional effectiveness; utilize a computer to input data, create queries, extract and manipulate information, generate links to data and produce a variety of computerized data, records and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of professional activities involved in the research, collection, analysis, interpretation and reporting of data to assist in the evaluation of institutional planning issues, accreditation, assessment, student success, retention and other measures of institutional effectiveness.

Input and scan a variety of data and information into an assigned computer system; create queries, extract and manipulate information, develop tables and spreadsheets, generate links to data and produce a variety of computerized data, records and reports for use in projects, studies and analysis.

Review, analyze and arrange data according to project and study specifications and requirements; review a variety of data to assure accuracy and completeness; analyze and compare a variety of data for use in reports; calculate summary statistics for various College courses and surveys.

Prepare a variety of narrative and statistical lists, records and reports related to student enrollment, characteristics, course completion rates, institutional performance, summaries and assigned projects and activities; generate and distribute data packets for department reviews as directed.

Develop and generate tables and graphics to enhance data presentation and reporting; prepare, develop and modify a variety of special forms and templates as assigned; receive, prepare and distribute a variety of correspondence related to assigned projects, studies and activities.

Research and analyze a variety of data for use in external surveys; assist faculty and staff with a variety of special projects by researching, analyzing, modifying and interpreting a variety data as requested.

Receive and evaluate requests for data, statistical analysis, research projects and studies; prepare requests for processing; arrange and maintain project schedules and time lines; design strategies to complete assignments.

Develop and implement research activities and methods of statistical data collection, analysis and

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presentation for assigned projects; design, duplicate and distribute scannable survey instruments.

Serve as a technical resource concerning assigned projects and studies and related research, analysis and statistics; respond to inquiries and provide detailed and technical information concerning related findings, reports, data, information, practices, standards, requirements and procedures.

Interpret findings and analyze data, and provide related recommendations concerning College practices and procedures.

Operate a variety of office equipment including a copier, fax machine, scanner, computer and a variety of specialized software.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Perform various clerical duties in support of assigned activities such as answering phones, processing mail and maintaining adequate inventory levels of office supplies.

Update websites with various forms and templates as required; upload and download data for use in data research, studies and analysis.

Attend and participate in various meetings, workshops and conferences as assigned; prepare and deliver oral presentations concerning study and project data, findings and related reports.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Principles, practices, procedures and techniques involved in the research, collection, analysis, interpretation and reporting of statistical data.
Data collection information systems and statistical software.
Computerized data collection, management, manipulation and distribution requirements for analysis and reporting functions.
Principles, methods and procedures of operating computers and peripheral equipment.
Record retrieval and storage systems.
Data control procedures and data entry operations.
Survey instruments, techniques and methodology.
Report writing and statistical record-keeping techniques.
Data verification and clean-up procedures.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Statistical and mathematical computations.
ABILITY TO:
Perform a variety of professional activities involved in the research, collection, analysis, interpretation and reporting of data to assist in the evaluation of institutional planning issues, accreditation, assessment, student success, retention and other measures of institutional effectiveness.
Utilize a computer to input data, create queries, extract and manipulate information, generate links to data and produce a variety of computerized data, records and reports.
Develop and generate tables and graphics to enhance data presentation and reporting.
Prepare, develop and modify a variety of special forms and templates.
Review and verify input and output data to assure accuracy and efficiency.
Assemble, organize and prepare data for records and reports.
Type or input data at an acceptable rate of speed.
Interpret findings and analyze data, and provide related recommendations.
Prepare a variety of narrative and statistical lists, records and reports.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.
Communicate effectively both orally and in writing.
Meet schedules and time lines.
Plan and organize work.
Perform accurate mathematical and statistical calculations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor’s degree in mathematics, computer science, business administration or related field and two years experience involving statistical research and analysis including work with computer databases and software applications.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials and view a computer monitor.
Hearing and speaking to exchange information.
Sitting for extended periods of time.