TEMPORARY Research and Planning Analyst
State Center Community College District

Job Title	TEMPORARY Research and Planning Analyst
Department	
Institution	State Center Community College District Fresno, California
Date Posted	Feb. 28, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Part-Time/Temporary Staff Professional Staff
Academic Field(s)	Research/Technical/Laboratory
Apply Online Here	https://apptrkr.com/5057770
Apply By Email	
Job Description	

TEMPORARY Research and Planning Analyst

Salary: $37.43 - $46.03 Hourly
Location: Fresno City College, CA
Job Type: Temporary
Division: FCC Educational Services & Institutional Effectiveness
Job Number: 202400036-T
Closing:

TEMPORARY Research and Planning Analyst
State Center Community College District

General Purpose

Under general supervision, performs quantitative and qualitative research studies, surveys and other analyses; prepares research papers, reports and recommendations in order to communicate data for others to understand outcomes and make decisions; participates in presentations of research findings with a broad variety of constituents; participates in the design of research studies; 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.

- Identifies appropriate research methodologies, statistical analysis techniques and data resources and plans study methods; extracts, collects, analyzes and reconciles data and information related to accreditation, academic programs, grants, enrollment and curriculum management, student demographics and outcomes and other relevant data; conducts literature reviews.
- Validates data interpretation and extraction methods; formats data from college databases and other sources for submission to state and local entities to meet reporting requirements; generates data sets required for grant applications and reporting; populates data for dashboards and other visual data interfaces.
- Analyzes data for trends and performs statistical analyses; prepares action-based interpretations of patterns and analyses in the form of written reports, oral presentations, graphics, handouts and committee reports; collaborates with various campus constituencies to communicate, interpret, refine and use research findings in decision-making processes and in the implementation of new and modified programs, policies, practices and systems to effect desired change in outcomes.
- Performs ad hoc queries and creates reports from college databases using a variety of computer languages and query tools.
- Serves as a resource for faculty, staff and administration groups engaged in systemic review and evaluation of current District practices.
- Serves as a functional expert for statistical software programs and modules and college databases; tests and reviews systems upgrades; transfers and reconciles data between software programs; uploads data to the State Chancellor's Office, the California Community College System Office, accrediting bodies and other organizations as needed.
- 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.

OTHER DUTIES

- Troubleshoots and/or validates accuracy of coding for data extractions performed by employees in other departments.
- Takes meeting notes and minutes, updates relevant document management sites, and assists with other departmental administrative support duties.
- May represent the department on college committees and ad hoc groups.
- Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES
Knowledge of:

- 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.
- Principles and practices of survey development, design and dissemination.
- Theories, principles, methods and techniques of statistical analysis.
- Statistical analysis software packages such as SPSS and Tableau.
- Data extraction and query tools such as structured query language (SQL).
- Principles, practices and methods of administrative, organizational and management analysis.
- Applicable sections of the California Education Code and other applicable laws.
- 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.
- College and District organization, Board policies, administrative rules and procedures applicable to departmental and division operations.
- Safety policies and safe work practices applicable to the assignment.
- Uses and operations of scanners, phone systems, computers, standard business software, and database and spreadsheet applications.

Skills and Abilities to:

- Consultatively provide information and guidance to College faculty and staff on research and analysis techniques.
- 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.
- Use interactive analytical statistical software packages efficiently.
- Operate computers and make advanced functional use of standard business software, including word processing, spreadsheet, presentation, graphics and database applications.
- Use specialized software to create survey instruments.
- Work collaboratively with a variety of faculty and staff in carrying out research and reporting functions.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, orally and in writing.
- Apply graphical user interfaces (GUI), SQL and other programming and database tools to provide effective access to and presentation of community college-related information.
- Present research findings clearly, logically and in a meaningful and understandable form, using a wide variety of modalities, to a variety of audiences.
- Maintain the confidentiality of information.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
- Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE
A bachelor's degree from an accredited college or university, and at least three years of progressively responsible experience in social science or institutional research, including responsibility for research design, methodology development and statistical analysis; 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 in some assignments.

TEMPORARY Research and Planning Analyst
State Center Community College District

TEMPORARY Research and Planning Analyst
State Center Community College District

TEMPORARY Research and Planning Analyst
State Center Community College District

TEMPORARY Research and Planning Analyst
State Center Community College District

Direct Link: https://www.AcademicKeys.com/r?job=231531
Downloaded On: May. 9, 2024 4:59am
Posted Feb. 28, 2024, set to expire Jul. 22, 2024

TEMPORARY Research and Planning Analyst
State Center Community College District

TEMPORARY Research and Planning Analyst
State Center Community College District

TEMPORARY Research and Planning Analyst
State Center Community College District

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 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

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 with frequent interruptions; 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 applicants will be invited to interview for the assignment.

To apply, visit https://www.schooljobs.com/careers/scccd/jobs/4406272/temporary-research-and-planning-analyst

TEMPORARY Research and Planning Analyst
State Center Community College District

Contact Information

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

Contact

N/A
State Center Community College District

,