

Research Assistant I
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=149455>

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Posted Nov. 11, 2020, removed Mar. 12, 2021

Job Title	Research Assistant I
Department	District Wide
Institution	San Diego Community College District San Diego, California
Date Posted	Nov. 11, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory
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Job Description

Research Assistant I

San Diego Community College District

Closing Date:

Position Number:

Location: District Wide

Position Type:

The Position:

Research Assistant I San Diego Community College District

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FUNCTION:

Under the direction of the Director of Institutional Research and/or Chief Researcher, provide technical and analytical support to assist in productivity, accuracy and level of documentation of the District-wide research function.

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[url=https://apptrkr.com/get_redirect.php?id=2072888&targetURL=https://www.sdccd.edu/docs/HumanResources/Non-Classified/Research/ResearchAssistant.pdf]here for description

If you would like to open the link in a different tab or window, right click and select the option.

Major Responsibilities:

- * Research and analyze data and information.
- * Use computer applications for on-line background and literature review search.
- * Perform statistical and qualitative analyses.
- * Prepare, format, and clean research data in support of specific projects.
- * Prepare layout and format reports consistent with project specifications and stakeholder needs.
- * Prepare written analysis, recommendations, and complex reports.
- * Prepare, manipulate and verify the accuracy and validity of data.
- * Prepare tables, graphs, fact sheets, and written reports summarizing research results.

Qualifications:

REQUISITE TRAINING AND EXPERIENCE AND ABILITIES INCLUDE:

Knowledge of basic design and administration of questionnaires and research instruments. Ability to prepare, format, and clean research data in support of specific projects; prepare layout and format reports consistent with project specifications and stakeholder needs; research and analyze data and information; use computer applications for on-line background and literature review search; perform statistical and qualitative analyses; prepare written analysis, recommendations, and complex reports; communicate effectively both orally and in writing and establish and maintain effective working relationships with others. Experience in research, study and analysis of management, budget, administrative, organizational, functional or procedural problems.

Desired Qualifications:

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Licenses:

Pay Information:

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[url=https://www.sdccd.edu/docs/HumanResources/employee%20relations/Salary%20Schedules/2020%20NA for the hourly pay rate.

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All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

Contact Information

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

Contact

District Wide

San Diego Community College District

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