

TEMPORARY Senior Research and Planning Analyst
State Center Community College District

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Posted Jul. 11, 2024, set to expire Jul. 22, 2024

Job Title	TEMPORARY Senior Research and Planning Analyst
Department	
Institution	State Center Community College District Fresno, California
Date Posted	Jul. 11, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Part-Time/Temporary Staff
Academic Field(s)	Research/Technical/Laboratory
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Job Description	

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TEMPORARY Senior Research and Planning Analyst

Salary: \$42.98 - \$52.85 Hourly

Location: Madera Community College, CA

Job Type: Temporary

Division: MCC President's Office

Job Number: 202400013-T

Closing:

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General Purpose

Under general supervision, plans, designs and performs complex quantitative and qualitative research studies, surveys and other analyses; works with faculty, staff, districtwide committees and ad hoc groups to define research objectives and required data to achieve research objectives; performs project management duties for a portfolio of studies; conducts focus groups; prepares and presents research papers, reports and recommendations in order to communicate data for others to understand outcomes and make decisions; 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.

1. Designs complex quantitative and qualitative research for a variety of institutional research projects and assignments including studies related to districtwide and college planning, accreditation, student learning outcome assessment, student success, retention, persistence and other institutional effectiveness measures and key performance indices (KPIs); works with faculty, administrators and others to identify required data sets and data sources to complete research effectively; coordinates projects from conceptual design and problem definition/hypothesis development through data collection, analysis, interpretation and findings; develops or assists in the development, dissemination and analysis of qualitative research surveys and other qualitative data measurement tools; manages a portfolio of projects, timelines and resources.;
2. Develops proposals, tests research hypotheses and identifies appropriate research methodologies, statistical analysis techniques and required data resources; extracts, collects, analyzes and reconciles data and information related to strategic planning, accreditation, academic programs, grants, enrollment and curriculum management, student demographics and outcomes and other research and planning objectives; prepares and leads presentations of results of studies to a wide range of audiences at colleges and on a Districtwide basis.
3. Develops or assists in the development of data elements, databases and business practices related to the collection of student data; validates the consistency of data across programs, departments and throughout the District; generates complex data sets required for research, grant applications and reporting; ensures compliance with Federal Educational Rights and Privacy Act (FERPA) requirements regarding the use and protection of student data; designs and publishes dashboards and other visual data displays; regularly updates Districtwide data resources.

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4. Leads and serves as a staff resource to District management, college and district committees and ad hoc groups involved in planning, accreditation, program review and other functions; represents Institutional Research to provide guidance and support in defining research objectives and data requirements and developing required, often complex data sets; troubleshoots planning, accreditation and program review processes and identifies potential solutions; contributes to decision making on appropriate courses of action; provides training sessions and workshops on data acquisition, usage and reporting.
5. Serves as an advanced functional expert for statistical software programs and modules and college databases; manages software and system user testing and may oversee software licensing; ensures the accuracy of data prior to submission to the State Chancellor's Office, the California Community College System Office, accrediting bodies and other organizations as needed.
6. Develops complex queries and other tools to generate and format research data requested by faculty, administrators and staff; 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.
7. Participates with other Institutional Research and Information Technology staff in developing a data warehouse, data warehouse features, agreed upon data definitions and data sources for purposes of institutional research and reporting.
8. 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

1. May provide work direction, guidance and training to lower-level administrative staff and student workers.
2. Provides staff support for District policy review processes, ensuring input from all constituent groups.
3. Coordinates and provides staff support for the District's federally registered Institutional Review Board (IRB) and manages all IRB requests for the uses of District student data in research projects; develops and maintains forms and processes for standard IRB practices; provides support to the Trustee Fellowship Institute in the evaluation of grant opportunities.
4. Conducts focus groups and one-on-one interviews for research projects.
5. Conducts training sessions for new employees on the use of Qualtrics and other software in building dashboards.
6. Administers user licenses and platform permissions for Tableau Creator, Tableau Server and

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Qualtrics and provides technical support Districtwide.

7. Maintains and updates an institutional research and planning website; ensures uploaded content is ADA compliant.
8. Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Theories, principles, methods and techniques of complex institutional, social science and other quantitative and/or qualitative research.
2. Professionally accepted research practices applicable to research design, methodology development/selection, data analysis and interpretation and reporting.
3. Principles and practices of survey development, design and dissemination, including use of creation and distribution software such as Qualtrics.
4. Theories, principles, methods and techniques of statistical analysis.
5. Data preparation and statistical analysis software packages such as R, Python, Tableau Prep and/or SPSS.
6. Advanced knowledge of data extraction and query tools such as SQL at a level required for assigned responsibilities.
7. Concepts, methods and techniques for the creation of data dashboards, including visual data display software such as Tableau or Power BI.
8. Methods and techniques applicable to college strategic and program planning, evaluation of accreditation standards and processes, program review and assessment of student learning outcomes.
9. Principles, practices and methods of administrative, organizational and management analysis.
10. Federal and state laws and regulations applicable to the work including Federal Educational Rights and Privacy Act (FERPA) and relevant sections of the California Education Code.
11. Principles, tools and techniques of project planning and management.
12. Data warehousing principles, methods, limitations and common use cases.
13. Modern office practices, procedures and equipment including computers and applicable software programs.
14. Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
15. College and District organization, rules, policies and procedures applicable to departmental and division operations.

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16. Safety policies and safe work practices applicable to the assignment.
17. Uses and operations of scanners, phone systems, computers, standard business software, and database and spreadsheet applications.

Skills and Abilities to:

1. Work consultatively with administrators, faculty, staff, committees and ad hoc groups to provide information and guidance on research, analysis and reporting functions and techniques.
2. Identify, investigate and define research questions, issues and problems and locate sources of reliable and reproducible data to meet research needs and requirements, as appropriate to assigned scope of responsibility.
3. Apply research principles, methods and techniques to ensure alignment with institutional research standards and best practices.
4. Understand, interpret, explain and apply standard research methodologies and techniques.
5. Use statistical analysis, visual display and other software packages efficiently.
6. Develop and use complex queries and other data extraction tools to generate reliable and reproducible data for use in conducting research and analysis for a variety of student outcome and other college planning, accreditation, reporting and other purposes. Operate computers and make advanced functional use of standard business software, including word processing, spreadsheet, presentation, graphics and database applications.
7. Use specialized software to create and disseminate survey instruments.
8. Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
9. Communicate effectively, orally and in writing.
10. Present research findings clearly, logically and in a meaningful and understandable form, using a wide variety of modalities.
11. Maintain the confidentiality of information.
12. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
13. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

A master's degree in social science, political science, psychology, educational psychology, sociology, criminology, geography, anthropology, economics, education, leadership, statistics, biology, chemistry, physics, business administration including data analytics and/or cognitive science from an accredited

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college or university, and at least three years of progressively responsible experience performing quantitative and/or qualitative research, including responsibility for research design, methodology development and statistical analysis; or an equivalent combination of training and experience. Additional relevant experience may be substituted on a year for year basis for the required master's degree.

Experience in a social science or institutional research environment is preferred.

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.

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.

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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.

Assessmen

Only the most qualified applicants will be invited to interview for the assessment.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4393173/temporary-senior-research-and-planning-analyst>

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

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