

## Research and Planning Specialist Copper Mountain College

Direct Link: <https://www.AcademicKeys.com/r?job=242428>

Downloaded On: Aug. 10, 2024 11:21am

Posted Jul. 31, 2024, set to expire Nov. 19, 2024

<b>Job Title</b>	Research and Planning Specialist
<b>Department</b>	Planning, Research, and Institutional Effectiveness
<b>Institution</b>	Copper Mountain College Joshua Tree, California
<b>Date Posted</b>	Jul. 31, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Research/Technical/Laboratory
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5475522">https://apptrkr.com/5475522</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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### Research and Planning Specialist

**Salary:** \$26.24 - \$39.66 Hourly

**Job Type:** Full-Time

**Department:** Planning, Research, and Institutional Effectiveness

**Closing:**

**Location:** Joshua Tree, CA

**Job Number:** 2024-07-29RPS

**Position Description**

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Under the direction of the Superintendent/President, performs a variety of duties related to the preparation and reporting of results on studies pertaining to the District's research agenda; 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. Perform related duties as assigned.

This is a 40 hours/week, 12 months/year position.

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.
- Conducts literature research; reviews and maintains current research literature.
- 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 statistical 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.
- 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 duties as assigned.

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### Qualifications

#### Education and Experience:

- A bachelor's degree 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 or a completed Master's degree in computer science, mathematics, statistics, business, economics, or a related field.
- 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 techniques; office procedures, methods and equipment including computers and applicable software applications.

**Ability to:** Use statistical techniques, SPSS 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; communicate effectively both orally and in writing; 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**

- Vision to read computer screens and text.

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- Speech and hearing to communicate effectively in group settings and by telephone to internal and external personnel.
- Travel via personal or commercial transportation.
- Sit or stand for extended periods of time.
- Manual dexterity to operate computer keyboards and office equipment.
- Lift and/or carry equipment and/or supplies up to 30 pounds.

### **Tentative Timeline:**

First consideration will be given to candidates who apply by **Aug 13, 2024**. 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 applications received, this posting may close without notice.*

\*All dates are subject to change based on availability

### **Required Attachments:**

*In order for your application to be considered you must attach:*

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.

### **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.



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To apply, please visit <https://www.schooljobs.com/careers/cmccd/jobs/4580876/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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