Research Assistant III
San Diego Community College District

Job Title	Research Assistant III
Department	Research
Institution	San Diego Community College District
	San Diego, California
Date Posted	Nov. 8, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Research/Technical/Laboratory
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Apply By Email	

Job Description

Research Assistant III

San Diego Community College District

Closing Date:

Position Number:

Location: District Wide

Position Type:

The Position:
Posting Details (Default Section)

Open Until Filled: Yes

Classification Title: Research Assistant III

Location: District Wide

Pay Information Click **here** for the hourly pay rate.

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

Bargaining Unit: NANCE

Range: (na)

Department: District Wide

The Position

FUNCTION:
Under the direction of the Director, Institutional Research, or assigned supervisor or manager, provide technical and analytical support to assist in productivity, accuracy, and level of documentation of the districtwide research function.

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; English usage, grammar, spelling, punctuation, and vocabulary; modern office practices, procedures, and equipment, including computer hardware and software. 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

Commitment to Diversity: 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, faculty and classified professionals.

Working Conditions: Varies upon assignment

Special Instructions to Applicants:

Conditions of Employment:

THE FOLLOWING MUST BE COMPLETED PRIOR TO EMPLOYMENT:

- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the district's expense (Clearance must be received prior to first day of employment);
- AND Present original documents for proof of eligibility to work in the United States.

Posting Number: NC00353

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Desired Qualifications:

Licenses:

Pay Information:
Click **here** for the hourly pay rate.

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To apply, visit: https://www.sdccdjobs.com

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.

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San Diego Community College District

Contact

Research

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