



OCTOBER 2013
FLSA: EXEMPT

RESEARCH ASSOCIATE

POSITION DESCRIPTION:

Under the general supervision of the assigned Administrator, perform a variety of analytical functions for Compton Community College District and El Camino College Compton Center. Gather data and perform statistical and analytical institutional research; conduct demographic, regional, and labor market analyses; and calculate baseline and outcomes data for grant applications and reports. Scope of duties may include special emphases on student achievement and goal-completion, basic skills research, and career and technical outcomes.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the assigned Administrator. Exercises no supervision of staff.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provide data extractions and analytical support to the areas of student demographics, course enrollment, student engagement and service usage, academic performance, and outcomes of programs and services.
- Conduct studies to determine the effectiveness of both instructional and non-instructional programs and services implemented as a part of various College projects.
- Perform analyses using appropriate and sound research methods and statistical techniques.
- Conducts literature reviews in support of research projects.
- Utilize and query specialized databases and information systems to support research.
- Organize and present research-based information, analysis, and interpretation clearly and effectively, in narrative, tabular, graphical and oral modes.
- Assist in the design of paper and online student and workforce surveys. Administer surveys and apply appropriate computer tools, and data collection techniques to draw conclusions about target populations based on survey samples.
- Work with requesters to clarify their needs and optimize the utility of research results for them and for the College.
- Coordinate activities with the Research Analyst and other campus representatives.
- Organize, prioritize, and schedule work on a multitude of research-related requests from College constituents.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Research theory, methodology and applied statistics.
- Survey design.
- Student learning outcomes.
- Technical report writing.
- Personal, mainframe and client server computer systems.
- State and federal accountability reporting requirements.
- Microsoft Excel and Access preferred.

Ability to:

- Participate in analytical studies.
- Establish and maintain cooperative working relationships with others.
- Analyze and interpret complex data.
- Communicate effectively, orally and in writing.
- Approach problems objectively.
- Present findings and recommendations clearly.
- Exercise good judgment, diplomacy, tact and patience.
- Operate research and analytic-related computer application programs such as database systems and statistical software such as SPSS.
- Meet schedules and timeframes.
- Reason logically and creatively and apply that logic to research topics.
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Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Must have a bachelor's degree in a specialization involving social science, economics, higher education, social or educational research, psychology or a related field and at least two years of experience that demonstrates the ability to conduct complex analyses. Experience at a community college preferred. Master's degree or higher may be substituted for relevant experience.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Incumbents in this position may sit for extended periods of time using a personal computer with a Vision Display Terminal (VDT) screen. Frequent telephone use. Ability to move from one work area to another as needed. Occasional independent travel to and from the El Camino College Torrance/Crenshaw Blvd campus.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.