



**TITLE: Coordinator, California Community College Career & Technical Education Employment Outcomes Survey (CTEOS)**

**CLASSIFICATION: Classified**

**SALARY GRADE: Q**

**JOB DESCRIPTION:**

Under general supervision, oversees the statewide California Community College Career & Technical Education Employment Outcomes Survey (CTEOS).

**SCOPE:**

The Coordinator, CTEOS, oversees and conducts the annual cycle of this large statewide survey, performing the duties of a Research Analyst in addition to statewide coordination, project management, and promotion of the survey and resultant data.

**DISTINGUISHING CHARACTERISTICS:**

The Coordinator, CTEOS is distinguished from the Research Analyst by the leadership role in coordinating this large scale, statewide survey; serves as a liaison between the District and designated primary contacts at each California Community College statewide, and between the District and the Project Monitor and other key staff at the Chancellor's Office of the California Community Colleges.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Collaborates with the Advisory Committee and project staff to develop program goals.
2. Develops project plans, calendar of activities, and budgets.
3. Serves as a District liaison with identified primary contacts at each California Community College and with key Chancellor's Office staff, including the Project Monitor and MIS department.
4. Administers the survey to identified students.
5. Maintains the survey database, and conducts data analysis.
6. Coordinates and monitors sub-contractors for administration of surveys.
7. Promotes the CTEOS and use of the data; conducts CTEOS trainings, workshops and conference presentations.
8. Maintains the project website.
9. Creates college and state level reports; updates and creates online data visualizations.
10. Conducts advanced research using the CTEOS data base.
11. Prepares reports, correspondence, agendas and meeting minutes; designs and creates communication and promotional materials.

**KEY DUTIES AND RESPONSIBILITIES – Continued**

12. In collaboration with appropriate staff, coordinates and manages statewide events (e.g., CTEOS Research Academy) to promote the CTEOS.
13. Represents the CTEOS and SRJC at local, state and national organizations and events.
14. Will serve as lead worker to other staff in the department.
15. May train and supervise student and STNC (short term non continuing) employees.

**ABILITY TO:**

Work independently with minimal supervision; maintain accurate recordkeeping systems; perform complex event coordination; apply appropriate problem-solving skills to the management of the CTEOS; maintain professional communications and positive relationships when representing the District statewide.

**KNOWLEDGE OF:**

Standard principles, practices and methodologies in institutional research; survey software (Qualtrics or equivalent); database management and statistical software tools (SPSS or equivalent); standard office desktop software (Microsoft Suite or equivalent); software, technology, and research on employment outcomes.

**QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

**EDUCATION:**

Bachelor's degree in social/behavioral sciences, education, mathematics, or related field.

**EXPERIENCE:**

Significant experience in institutional research (or similar field) and prior experience with survey research.

**SPECIAL REQUIREMENTS:**

Position requires some travel. With advance notice, the ability to work flexible hours, including occasional evenings and weekends. Ability to lift up to 50 lbs. unassisted.