



TITLE	CLASSIFICATION	SALARY GRADE
RESEARCH TECHNICIAN	CLASSIFIED	GRADE: L
BOARD POLICY REFERENCE: 2012/13 Classification Review		Board Approved:

JOB DESCRIPTION:

Under general supervision, assists in accomplishing the goals and responsibilities of Institutional Research by providing complex departmental support work; data gathering, analysis, and presentation of results; survey formatting, scanning, and data validation; report production; fiscal management; and other related services.

SCOPE:

The Research Technician has knowledge in the areas of statistics and research; provides technical support to the department of Institutional Research; compiles and prepares sensitive and confidential detailed statistical information; organizes data and data storage; responds to inquiries from district staff; maintains department budgets, office, equipment, and supplies.

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. Gathers, compiles and assembles information utilizing standard statistical and reporting procedures.
2. Designs survey forms utilizing specialized scannable publishing computer software and on-line tools; scans and compiles surveys results.
3. Provides administrative and budget support to department.
4. Independently coordinates various stages of specialized and complex institutional research projects.
5. Updates regular research reports, such as the annual Fact Book.
6. Maintains accurate and confidential data files.
7. Prepares and revises reports with accompanying tabular, graphic and statistical content, descriptions of analytical methods used and narrative of findings and conclusions.
8. Develops and maintains the departmental website.
9. May supervise and train student employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Prepare accurate and comprehensive reports; interface with student information system; use and learn multiple software applications including but not limited to statistical analysis, word processing, spreadsheet, relational database, web design, and scannable survey formatting software; give attention to detail and accuracy; assimilate information quickly; act independently, take initiative and maintain confidentiality; design forms for various research purposes and target audiences; understand and interpret detailed statistical and research information; explain research methods to faculty, staff, and administrators; maintain cooperative working relationships; interpret and apply polices, procedures, rules and regulations; maintain confidential or sensitive information; demonstrate sensitivity to, and respect for, a diverse population.

EMPLOYMENT STANDARDS – Continued

KNOWLEDGE OF:

Standard software applications; basic statistical methods and research methodology; computerized statistical analysis using various software packages including Microsoft Excel (advanced knowledge required); computerized data storage and retrieval; HTML or web design; modern office methods and practices including fiscal management.

MINIMUM 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:

An Associate's degree with coursework in statistics. Bachelor's degree preferred.

Experience:

Demonstrated experience working in a research environment. Experience in an educational setting preferred.