SANTA ROSA JUNIOR COLLEGE

TITLE: Research Technician

CLASSIFICATION: Classified

SALARY GRADE: C12

SCOPE OF POSITION:

Under general supervision, performs technical work in designing and testing data displays, and implementing research projects. Develops methodology for empirical and statistical studies, including survey development, implementation, data gathering, and data validation. Assists in analyzing and providing interpretation of studies in reports and presentations.

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. Designs, tests, manages, and enhances research studies, including project scope, methodology, data sources for District programs, departments and committees.

2. Builds and conducts surveys to gather information for research projects and compiles survey results. Develops procedures to organize, code, and enter data.

3. Gathers, compiles, and assembles information utilizing standard statistical and reporting procedures.

4. Prepares and revises reports with accompanying tabular, graphic, and statistical content descriptions of analytical methods used, including narrative of findings and conclusions. Communicates research methodology and results in various ways including written reports, oral presentations, and online visualization tools.

5. Develops and maintains the departmental website and communication materials.

6. Oversees multiple research projects and data requests. Recommends data sources and database design as well as makes recommendations on all phases of research projects.

7. Participates in providing research support for board meetings, committee work groups, and presentations.

8. Designs survey forms utilizing specialized scannable publishing computer software and on-line tools; scans and compiles surveys results.

KNOWLEDGE OF:

1. Statistical methods and research methodology.
2. Computerized data storage and retrieval.
3. Hypertext Markup Language (HTML) or web design.
4. Budget development.
5. Basic web accessibility tools and document remediation.
6. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
7. Applicable technology, including standard office productivity software and other appropriate technology.

TITLE: Research Technician

ABILITY TO:

1. Develop and present reports.

2. Design forms for various research purposes and target audiences.

3. Understand and interpret statistical and research information.

4. Explain research methods to faculty, staff, and administrators.

5. Maintain confidential or sensitive information.

6. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.

7. Communicate effectively, both orally and in writing.

8. Exercise appropriate judgement in interactions with others and with work processes.

9. Interact with the public in a helpful, courteous, and professional manner.

10. Demonstrate sensitivity to, and respect for, a diverse population

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Associate degree in a closely related field of study required.

EXPERIENCE:

2+ years of experience working in a research environment.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the Strategic Plan.