GLENDALE COMMUNITY COLLEGE DISTRICT   **CLASS DESCRIPTION**

SENIOR RESEARCH AND PLANNING ANALYST

DEFINITION

Designs, plans, conducts, and coordinates a comprehensive institutional research program. Provide leadership for implementing outcomes assessment, using outcomes information and findings for institutional and program improvement.

DISTINGUISHING CHARACTERISTICS

A <u>Senior Research and Planning Analyst</u> applies an advanced knowledge of research methodology in conducting difficult and complex institutional research studies and in the development and maintenance of research information systems.

A <u>Research and Planning Analyst</u> applies working knowledge and skill in research methodology and analysis independently performing all phases of research studies including problem definition, study design, data collection, analysis, interpretation, and presentation of findings.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by the Director of Institutional Research.

Provides work direction to lower-level staff. Supervision is exercised over student workers.

EXAMPLES OF DUTIES

Develops and implements procedures for collecting, analyzing, and reporting qualitative and quantitative information, provide formative and summative feedback on institutional program functioning and outcomes.

Designs, conducts, writes, and presents institutional research on student retention, cohort tracking, student learning and institutional outcomes, placement and outcomes assessment.

Matriculation, college accountability information and reporting, program or institutional review, needs assessment, and enrollment patterns.

Collaborates with Director and other college administrators in design and implementation of an outcomes assessment program/system.

Utilizes institutional and student outcomes information/research findings for improvement of institutional and program performance.

Maintains liaison with administrators and college to acquire, provide, and ensure the integrity of data and research; coordinate research and data gathering activities; conduct research studies; help insure the appropriate use and interpretation of institutional research products.

Designs, develops and implements survey research, including survey research instruments and questionnaires in cooperation and collaboration with other departments, governance committees, and individuals; establish appropriate reporting protocols.

Collects, maintains, and updates reports and reference materials used for institutional research, including those related to Matriculation.

EXAMPLES OF DUTIES (continued)

Designs and implements specialized data bases and information systems to facilitate research and planning activities.

Analyzes trends in community college education, college and community characteristics; anticipate the planning and information needs of the college.

Act as a technical resource to individuals and governance committees.

Selects, trains, evaluates and maintains schedules of student workers.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Institutional research, literature, organizations and practices.

Research design, methods, sampling frames, and analytical strategies and techniques.

Descriptive and inferential statistics.

Data reduction and display techniques.

Statistical software packages, preferably SPSS.

Spreadsheet software and use including the creation of graphs and charts.

Relational database management software use.

Ability to:

Acquire knowledge of higher education, college and organizational functions, policies, processes, practices, and dynamics.

Establish cooperative and effective relationships for research projects and presentations.

Design and conduct institutional research projects and studies.

Gather, validate, and interpret data from a variety of sources.

Perform appropriate statistical analyses and interpret results and findings.

Report and communicate complex ideas and research information and findings clearly and concisely in oral and written form to a variety of audiences.

Create and maintain research files, records, and information systems.

Work cooperatively, collaboratively, and independently.

Learn new ideas, procedures, processes, and computer software quickly and independently.

Interview, train, and provide work direction to student workers.

EMPLOYMENT STANDARDS

       Minimum Qualifications:

       Master's degree in or related to a field in Higher Education, Statistics, Mathematics, Psychology, or Social/Educational Research from an accredited college or university.

       Two years of professional-level research experience in or similar to institutional research with relevant computer hardware and software.

       OR

       An equivalent combination and work experience from which comparable knowledge and abilities can be acquired.