

RESEARCH ASSISTANT (RCC)

DISTINGUISHING FEATURES OF THE CLASS: This is technical research work of a moderately complex nature involving responsibility for gathering and compiling data for the completion of specialized reports (e.g. student enrollment, employee ethnicity, faculty by rank and tenure, staffing patterns, etc.) and for coordinating the instructional evaluation process. The work also involves clerical and secretarial duties, as needed. The work is performed under the general supervision of the Director, Institutional Research and work guidance (e.g. lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Gathers and compiles data for the preparation and completion of specialized reports (e.g. student enrollment, employee ethnicity, faculty by rank and tenure, staffing patterns, etc.);
Creates and designs basic surveys and creates files for the analysis of survey data;
Meets with the Director of Institutional Research to establish dates and timeframes for the administration of instructional evaluations;
Prepares all correspondence and letters of notification to department heads and the chairs of departments where instructors are to be evaluated;
Coordinates and schedules sessions to seasonal workers and students who may assist in the evaluation process, and may provide work guidance and training to same;
Oversees the process of collecting and scanning data (e.g. schedules for instructional evaluations, information for reports) into the departments computer system as well as assuring that the information entered is accurate and complete;
Performs a variety of clerical duties (e.g. assisting in the preparation of the office budget, processing travel requests, ordering office supplies, purchasing, and maintaining departmental files);
Prepares a variety of routine statistical reports, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern business practices, procedures and equipment; ability to organize generally simple research projects; ability to collect and organize basic research data; ability to prepare clear and accurate reports; ability to establish and maintain cooperative relationships with others; ability to understand and carry out moderately complex oral and written instructions; ability to use computer software, especially as it applies to research and survey development and data analysis*.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree and one (1) year of responsible** office clerical or business experience, and/or research and/or survey experience, or experience in data analysis, or related; or
2. An Associate's degree and three (3) years of responsible** office clerical or business experience, and/or research and/or survey experience, or experience in data analysis, or related.

(over)

NOTE: Nine (9) college credit hours, or more, in Research Methodology, Statistics, or related may be substituted for one (1) year of experience.

*To be demonstrated during the probationary period.

**Responsible clerical experience shall be defined as clerical work that consists of moderately complex clerical duties (e.g., developing filing systems rather than simply maintaining file systems). The work generally involves limited independent decision-making (e.g., selects appropriate steps and procedures based upon pre-established guidelines) and some judgment (e.g., uses limited judgment identifying and selecting the most appropriate guideline or procedure to use for a task). The work may also include answering moderately difficult questions related to clerical processes and the general "mission" or procedures of a small office, the exchange of moderately difficult information, basic account-keeping duties and basic receptionist responsibilities.