PAEOMAR COMMUNITY COLLEGE DISTRICT

GEAR UP PROGRAM RESEARCH SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Conduct research, assessment and analysis on student program participation and progress, academic achievements, school/college enrollment, retention and matriculation; make recommendations through written statistical reports and summaries, professional presentations and meetings; work in a team and with various staff on tracking, monitoring and evaluating program projects, components and overall annual performance.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Director of Grant Funded Educational Programs and Program Coordinators.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following:

1. Conduct research and analysis, with formative and summative evaluation, on participation, services, activities, events, curricula, enrollment, retention, and matriculation related to GEAR UP programs in the Grant Funded Education Programs.

2. Select appropriate research techniques and methods, set priorities, and establish timelines for assigned projects.

3. Identify appropriate sources of data and databases for project research.

4. Apply appropriate research techniques to specific areas of investigation through the California Department of Education, Community College, CSU, UC and SDCOE systems.

5. Collect data and information that addresses the grant objectives and related grant reports and proposals, and formulate procedures and techniques for database management of collected data.

6. Analyze and recommend solutions for research and data collection problems.

7. Confer with Director, Coordinators, consultants and other staff regarding assigned research and evaluation projects.

8. Assist in the design of forms, survey documents, questionnaires and instructions.

9. Prepare progress and final reports for areas under study, including results from outside consultants and additional material provided by various offices or data systems.
10. Analyze information, make recommendations, and present findings using oral and written presentations, especially with software for presentations of reports and statistics.

11. Perform other related duties and responsibilities as required or assigned, especially in fulfillment of the grant program objectives or for grant proposals.

QUALIFICATIONS

Knowledge of:

• Methods and techniques of research, data collection and analysis.
• Statistical methods and their applications.
• Methods and techniques of survey research.
• Modern office procedures, methods and computer equipment including applicable software applications used in research and data analysis.
• Principles and practices of report preparation.
• Professional presentation skills.
• Operations, goals and objectives of Grant Funded Educational Programs.
• United States Department of Education programs, and the California Community College system and California Education Code.

Ability to:

• Apply research and computerized analysis techniques and methodologies to assigned projects.
• Create valid surveys and other formats to obtain and analyze data; find comparative data.
• Make judgments and draw logical conclusions.
• Utilize various software applications for data collection and analysis.
• Formulate procedures and techniques for database management of collected data.
• Develop oral and written reports and recommendations for presentation to the Director, staff, partners, and professional associations.
• Prepare various progress and final reports and proposals.
• Assess objectives based on findings and assess outcomes based on policies and regulations.
• Work in a collegial manner and as a member of a team, yet also be independent when needing to accomplish projects.
• Manage multiple priorities and deadlines.
• Communicate clearly and concisely, both orally and in writing.
• Work evenings and/or weekends and travel within San Diego County, as needed.
• Maintain sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds in a community college.
EXPERIENCE AND TRAINING GUIDELINES:
Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:

Experience:

Two years increasingly responsible research and analysis work experience including the development and application of research techniques and the presentation of recommendations. Demonstrated proficiency of software programs used in research and this position (such as SPSS, CSIS, PeopleSoft, FileMaker Pro and Microsoft Office Suite) preferred.

Training:

Equivalent to a Bachelor’s degree from an accredited college or university with major course work in business administration or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; subject to working during evening and weekend hours, extensive contact with staff, students and other outside agencies.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard; operating computer equipment; near visual acuity for reading computer screens and reports. Must be able to travel to other locations within San Diego County.

TERMS OF EMPLOYMENT

All positions in this classification are specially-funded, and the duration of any position in this classification is dependent upon the continuation of funding.