

RESEARCH COORDINATOR

DEFINITION

Under direction, to perform a variety of detailed institutional research functions and activities, to compile and analyze verbal or statistical data in the preparation of reports and studies; to plan, organize, coordinate and develop institutional research projects; and to do other related work as directed.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Plans, designs and executes research projects to provide information on college trends and operations, including the analyses of fiscal, faculty, staff, student, and demographic information; validate assessment instruments.

Develops, implements, and enhances research related databases, including supporting research documents, computer software, and a research reference library.

Provides direct support for research projects through appropriate administrative units, committees and work groups.

Provides training workshops and support for college faculty and staff on topics of special research interest, including research/evaluation/survey designs, statistical methods, testing and assessment concepts, and for graphics and statistical analysis software.

Participates as a member of the District-wide research team in the establishment of research standards and procedures, and in the planning and conducting of studies required by shared legislative and administrative responsibilities.

Assists in the development and preparation of college grant proposals.

Stays abreast of legislative and statewide actions that have implications for research and evaluation programs at the community college level.

MINIMUM QUALIFICATIONS

Knowledge of:

Statistics, research design, analysis, and technical report writing techniques, methods and procedures; program evaluation principles, techniques and procedures; test development and assessment techniques, methods and procedures; statistical and regression analysis; computer based management information systems.

Ability to:

Effectively and efficiently understand and apply the principles and concepts of research and program design.
Expediently and efficiently participate in a wide variety of research studies in an institutional setting.
Utilize research related computer hardware and software.
Communicate effectively in both oral and written form, including the use of technical writing styles.
Establish and maintain effective work relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Four years of responsible professional statistical or institutional research experience.

Training:

Equivalent to completion of a Bachelor's degree from an accredited college or university with a major coursework in statistics or a related field, including or supplemented by course work in research and statistical designs, program evaluation techniques, test development and assessment procedures, and survey methods.