

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION

JOB TITLE: Institutional Research Specialist

BASIC FUNCTION: Under the supervision of the area Dean, assists in institutional research efforts, through database analysis, including but not limited to focusing on projects relating to student success, achievement and equity by interpreting data for projects, grants, and programs designed to address and increase student achievement and equitable outcomes for all students. May also support the new occupation program application process with labor market information and analysis, interpreting data for faculty driven projects, grants, and updating the College's profile in national surveys, with emphasis on data collection, analysis, dissemination, and interpretation.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable – no permanent full-time staff to supervise.

REPRESENTATIVE DUTIES:

1. Designs, prepares, distributes, and interprets institutional research studies related to academic, student services, administrative programs, and special projects.
2. Collects data needed to for the development of the College's Student Success and Support Plan and the Student Equity Plan.
3. Collects, prepares, interprets, and distributes labor market information as mandated by the Chancellor's Office for occupational programs.
4. Prepares and provides reports on special data collection efforts for state and national studies of community colleges and students.
5. Maintains historical records on student performance for current and anticipated research and planning efforts.
6. Prepares reports to support the implementation of student equity program initiatives and other special projects.
7. Represents the Office of Institutional Research on internal and external committees and projects.
8. May conduct research, create and present findings on new educational opportunities based on labor market information in the form of reports and newsletters.
9. Presents data in various formats for College related projects.
10. Participates in District/College-provided in-service training programs.
11. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
12. Performs other duties, related to the position, as assigned.

EDUCATION: A bachelor's degree from an accredited institution in business, public management, social science, or a directly related field, is required. Master's degree is preferred. (Degree's must be from an accredited institution)

EXPERIENCE: Two years of closely related successful experience in institutional research and planning is required.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF: Research design methodology, qualitative, and quantitative data analysis techniques, strategic planning methods, and PC-based applications for statistical analysis (SPSS). Essential characteristics include strong organizational, written, and oral skills. A working knowledge of student success, equity and labor market trends in higher education is a must.

ABILITY TO: Assist the area Dean in working with faculty, staff, and students to process, design, and organize databases in SPSS, Excel, or Access to execute research and planning activities.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

CONTACTS: Co-workers in Institutional Research, faculty, and other departmental staff.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.