

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE  
TEMPORARY POSITION DESCRIPTION**

**POSITION TITLE:** Survey Analyst

**DEPARTMENT/LOCATION:** School of Nursing

**BASIC FUNCTIONS:** Develops, collects, inputs, validates and analyzes data.

**REPRESENTATIVE DUTIES:**

- 1 Design or assists in the development of questionnaires & moderator guides to assure the necessary data is captured.
- 2 Assist in conducting surveys and tabulating results.
- 3 Validate data, checking for accuracy with manager.
- 4 Input data into various database systems on-line or other.
- 5 Analyze data or information gathered.
- 6 Provide information to manager via telephone or email or report.
- 7 Edit on-line Survey Questionnaires to fit respondent friendly formats.
- 8 Analyze large quantities of data from survey into client-deliverable format such as Microsoft Excel, Word, PowerPoint, SPSS tables.
- 9 Proficient use of the internet for completion of timely research projects.

**QUALIFICATIONS:** College Education required. Experience conducting surveys and analyzing data. Superior Excel, PowerPoint and SPSS skills required. Ability to utilize superior analytical and critical thinking skills. Strong analytic and critical thinking skills. Expertise with Excel or Database/SPSS software

**HOURS / DAYS:** A Non-Classified Short-Term Employee is a temporary employee, exempt from the classified service, hired to perform a service that is not needed on a continuing basis and is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A Non-Classified Substitute Employee is a temporary employee, exempt from the classified service, hired to replace a classified employee who is temporarily absent from duty. Employment is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A temporary employee can work 8 hours per day, 40 hours per week. If a temporary employee works 1 hour per day, it counts as one day towards the 160-day limit per fiscal year. Temporary employees are not exempt from overtime provisions and are entitled to overtime pay for overtime hours worked.

**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.

July 2012