

TITLE: College Researcher
JOB #: 16-032
CLOSE DATE: Friday, 9/30/16 – 5PM
CAMPUS: Central Services
DEPT: Institutional Research

The Foothill-De Anza Community College District is currently accepting applications for the working-out-of-class opportunity position of **College Researcher**. **This position will report to Central Services. This is a working-out-of-class (WOC) opportunity beginning as soon as possible through June 30, 2017.**

DEFINITION:

Under the direction of the Executive Director of Institutional Research and Planning, and in cooperation with other district and campus-based personnel, the position is responsible for organizing, designing, and assisting in the coordination and implementation of a comprehensive institutional research program. The position develops, maintains, and uses institutional databases to support decision-making, budgeting, assessments and evaluations, program review, enrollment management, and planning. The position supports the development and maintenance of a strategic institutional planning process. The position provides leadership for implementing outcomes assessment and using data and research for maximizing educational effectiveness and program performance.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Develops, implements, plans, and documents procedures for qualitative and quantitative data collection, analysis, and interpretation. Provides formative and summative feedback on institutional functioning and outcomes; synthesizes information and report findings.
2. Documents, writes, and presents research findings on such topics as students retention, cohort tracking, student learning and institutional outcomes, placement and outcomes assessment, matriculation, program evaluation, enrollment, staffing, impact studies, Weekly Student Contact Hours (WSCH) data, student success, and outcomes studies.
3. Interview, select and hire employees; supervise, assign, direct and schedule work activities; explain how duties are to be carried out.
4. Evaluate the performance of assigned personnel; effectively communicate how the performance of duties will be measured; recommend promotions and rewards for service.
5. Approve monthly time and attendance records and approve requests for time off and additional time worked, including any overtime worked and compensatory time worked/taken.
6. Address and resolve a wide variety of concerns and complaints; adjust grievances; recommend transfers and reassignments.
7. Counsel employees; address performance problems through corrective disciplinary action; suspend and/or terminate personnel according to established policies and procedures.
8. Plan, coordinate and arrange for appropriate training for assigned personnel; develop and initiate departmental activities, orientations and in-services to review policies and procedures of the program, the College and changes on State regulations.
9. Leads, in collaboration with the Executive Director and research personnel, in designing and implementing an outcomes assessment program and system for improving institutional and program performance.
10. Assists in developing college and district planning processes and participates in the development of district, college, and program plans, especially by providing relevant research and analysis.

11. Creates, develops, queries, and maintains complex computer databases, files, and records, including desktop data for decision-making and Fact Book.
12. Assists in developing quality assurance processes and procedures for ensuring the reliability and accuracy of data and internal and external reports.
13. Prepares and presents complex oral and written reports to faculty, administration and others on information, analyses and research findings.
14. Performs descriptive and inferential statistical calculations and analyses using client-server, statistical, and spreadsheet software.
15. Responds to external reporting requirements and requests, including surveys, National Center for Education Statistics (NCES) reports, and Westat reports.
16. Designs, develops and conducts survey research, including survey instruments and questionnaires, in cooperation and collaboration with other departments and individuals.
17. Collects, maintains, documents, indexes and updates reports and reference materials used by institutional research, including those related to the Fact Book.
18. Maintains current information on findings and trends in institutional research and planning.
19. Participates in local, regional, and state activities to promote institutional research and planning and for professional development.
20. Attends a variety of meetings as assigned.
21. Serves on college and district committees on outcomes assessment, matriculation, student equity and diversity, and other topics.
22. Assists in the preparation of grant applications and reporting to funding organizations.
23. Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Institutional research, its literature, organizations, and practices or ability to acquire knowledge thereof.
2. Research design, methods, sampling, and analytical strategies and techniques, including survey design and survey research techniques.
3. Descriptive and inferential statistics.
4. Data reduction and display techniques.
5. Planning and planning process or the ability to acquire knowledge thereof.

6. Operation of a computer, server, and operating systems and relevant software.
7. Statistical software packages such as SAS and SPSS, spreadsheet software, relational database software operation and management.
8. Issues in higher education; program evaluation, and assessment of educational outcomes.
9. Oral and written communication skills, including public speaking techniques.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Design and conduct institutional research projects and studies including research design, methods, statistical analysis, qualitative research methods, and analytical techniques.
3. Query complex database systems to collect data for institutional research purposes.
4. Gather, validate and interpret data from a wide variety of sources including literature and Internet searches.
5. Develop survey questionnaires, interview protocols, and sampling strategies.
6. Perform appropriate statistical analyses and interpret results and findings.
7. Report and communicate complex ideas and research findings clearly and concisely.
8. Create data models for projections, trend and cost-benefit analyses.
9. Create, evaluate, document, and maintain research files, records and complex data and information systems for collecting and manipulating large quantities of data from sources including surveys and complex databases.
10. Establish and maintain cooperative and effective working relationships with others.
11. Manage projects, problem solve, facilitate group meetings, and coordinate projects.
12. Meet schedules and time lines.
13. Learn new ideas, procedures, processes, and computer software.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination equivalent to a Master's degree in a research-related field (statistics, mathematics, economics, social sciences, or education) AND three (3) years or more years of professional-level experience in a similar setting.

WORKING CONDITIONS:

Environment:

1. Office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision to read various materials.
4. Standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Lifting, carrying, pushing or pulling objects up to 20 lbs.

To apply for this position, submit a paper copy of your application materials (listed below) to Employment Services (Foothill College, District Office) or e-mail them to quachthuy@fhda.edu.

APPLICATION PACKET:

1. A cover letter detailing your qualifications, skills, and abilities as they relate to the position.
2. A current resume of all work experience, formal education and training.

Annual salary plus benefits; and is based on applicant's verified education and experience.

TERMS OF EMPLOYMENT: Full-time, Working-Out-Of-Class (WOC)

ASSIGNMENT DATE: As soon as possible – June 30, 2017

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement. The successful applicant will be required to provide proof of authorization to work in the U.S. All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: employment@fhda.edu

<http://www.fhda.edu>