



INSTITUTIONAL RESEARCH SPECIALIST

BASIC FUNCTION

Under the direction of an assigned supervisor, this position assists in research and program assessment activities related to program evaluation, planning, and improvement. In addition, the incumbent assists with recordkeeping, verification of data, report preparation, basic data collection and analysis, and general clerical duties.

DISTINGUISHING CHARACTERISTICS

The **Institutional Research Specialist** is the entry-level classification in the Research occupational series. An incumbent supports the overall research activities of the department by primarily performing paraprofessional research duties to support the achievement of institutional research objectives.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.

1. Performs basic statistical and qualitative analyses and produces reports in a variety of formats, including written, graphic, and/or data visualizations.
2. Assists with the development of research designs, including surveys and other data collection and query processes.
3. Performs data entry using database and spreadsheet applications/software.
4. Analyzes and interprets descriptive data; produces reports with tables and graphs to describe findings.
5. Develops and/or maintains selected intranet and internet web pages.
6. Provides regular status reports for ongoing projects and committee activities.
7. Provides assessment and evaluation support for accountability measures,

including local, state, and federal reporting requirements, and for specific intervention strategies employed to improve student success, such as student learning outcomes, retention, and persistence.

8. Assists in the development of the research agenda to support the institution's planning processes.
9. Provides research support for planning processes and institutional effectiveness measures, such as program review, accreditation, resource development proposals and evaluations, assessment, enrollment management, recruitment, and outreach.
10. Assists with training college staff in the use of new reporting systems and the interpretation of information.
11. Provides limited technical support and training for new or existing systems.
12. Responds to internal and external research requests.
13. Performs job-related duties as assigned.

QUALIFICATIONS

Knowledge Of:

- Basic research design and data evaluation
- Interpersonal skills including tact, patience, and courtesy.
- Basic-level survey research techniques and methodology.
- Basic knowledge of computer-based data management information systems and software.
- Proper English usage, vocabulary, spelling, grammar, and punctuation.
- Effective public speaking and presentation techniques.
- Operation of modern office equipment.

Skills and Abilities To:

- Contribute to the research study planning process
- Apply conventional research techniques and methodology to assigned projects
- Analyze and interpret quantitative and qualitative data
- Prepare and present data visualization reports in tabular, written, graphic, and oral form
- Plan, organize, and set priorities within areas of assigned responsibility
- Meet deadlines and work in a fast-paced environment with multiple interruptions
- Interpret, apply, explain, and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures
- Perform statistical analyses on collected data

- Operate computer hardware and software commonly used in research work
- Role model exceptional customer service
- Communicate effectively, both orally and in writing
- Demonstrate a commitment to diversity, equity, inclusion, and accessibility.

Education and Experience:

Completion of two years of college coursework in computer science, mathematics, statistics, business, economics or a related field AND two years of experience in the use of current reporting software in an institutional research or similar environment. A bachelor's degree in one of the areas listed above is highly desirable.

Certificates, Licenses, Special Requirements:

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

WORKING CONDITIONS

Work Environment:

Office environment.

Physical Demands:

Sitting for long periods of time; physically typing and looking at a computer screen; operating office equipment; intermittent standing, walking, reaching, pushing, lifting up to 10 pounds, bending, and stooping.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Mental Demands:

Ability to use judgment in working with others; ability to direct the work of others; ability to communicate so others clearly understand/interpret spoken and written communications; ability to problem solve technical issues; ability to handle the stress of schedules and timelines.