

PERALTA COMMUNITY COLLEGE DISTRICT

CLASSIFIED JOB DESCRIPTION

RESEARCH DATA SPECIALIST

(SEIU Local 1021 Salary Range

084)

Job Code: 1079

CLASS PURPOSE

Under the general supervision of the Director of Hispanic Serving Institution (HSI), the Research Data Specialist is responsible for supporting the on-going planning, implementation, and assessment of the Hispanic Serving Institution Title V Grant (Aspira Project) at Merritt College. The Aspira Project was awarded to Merritt College in October 2022 and is set to run through September 30, 2027.

This position is categorically and grant funded. Continued employment is contingent upon re-funding of the position.

WORK SCHEDULE

This is a part-time position with a work schedule of 5 days per week, 20 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods such as registration, audits, fiscal year-end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Develops and maintains comprehensive records and research files, both computerized and hard copy.
- Charts student enrollment by age, gender, and ethnicity; downloads data from databases and performs analysis of student, faculty, and other information performs technical data analysis for matriculation.
- Collects, assembles, and performs statistical analyses of data and information related to research projects.
- Works closely with the Information Technology Department to produce necessary reports.
- Develops databases for programs approved by the matriculation committee.

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- Provides information on college trends and operations including the analysis of student demographic information.
- Gathers statistical student data to be included in various reports pertaining to special populations, student, and faculty surveys.
- Downloads and reconfigures information from the District's computer databases and analyzes data to develop reports.
- Operates a variety of personal computers and various software packages related to data analysis, spreadsheets, and word processing utilizing SPSS, Hyperion, in-house business intelligence tools, PeopleSoft/Oracle tools, and similar information management tools.
- Supports the on-going formative assessments related to the HSI Grant/Aspira Project.
- Supports the development of surveys, questionnaires, focus groups, and other tools for assessing effectiveness of the HSI/Aspira Project activities.
- May provide recommendations for programmatic changes and approaches based on assessments and evaluations.
- Participates in grant-related meetings, retreats, events, and professional development activities.
- Supports the development of mid-year and year-end grant reports, annual program updates, and comprehensive program reviews.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and experience equivalent to a Bachelor's Degree from an accredited college, including experience in data analysis and programming; or an equivalent combination of education and experience that could likely provide the desired knowledge, skills, and abilities.
2. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Knowledge of:
 - software programs such as Excel, SPSS, Hyperion or other statistical packages
 - matriculation
 - research design and analysis
 - computer techniques pertaining to downloading and retrieval of data
- Ability to:
 - write clear and concise research findings

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- maintain effective cooperative relationships with those in contact during the course of work
- maintain accurate files

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment and machines
- Computer
- Telephone

Revised
May 1998
May 2000
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