



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
RESEARCH TECHNICIAN	CLASSIFIED	GRADE: L MONTHS:
BOARD POLICY REFERENCE:		Board Approved: 06/06

**JOB DESCRIPTION:**

Under general supervision, assists in accomplishing the goals and responsibilities of the Institutional Research Department by providing complex departmental support work; data gathering, analysis and presentation of results; survey formatting and scanning; report production; and other related services.

**SCOPE:**

The Research Technician has knowledge in the areas of statistics and research; provides technical support to the department of Institutional Research; compiles and prepares presentation of detailed statistical information.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Compiles and assembles information utilizing standard statistical and reporting procedures.
2. Designs survey forms utilizing specialized computer software.
3. Scans surveys utilizing OMR Scanner.
4. Provides support to department staff.
5. Gathers information for the preparation of reports.
6. Updates regular research reports, such as the annual Fact Book.
7. Prepares data downloads from the HP mainframe and other data sources using a variety of computer interface tools.
8. Prepares and revises reports with accompanying tabular, graphic and statistical content, descriptions of analytical methods used and narrative of findings and conclusions.
9. Attends meetings to present research findings, using visual aids, electronic media, and other methods as appropriate.
10. Develops and maintains the departmental website.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Prepare accurate and comprehensive reports; operate a personal computer; interface with mainframe computers; use and learn multiple PC software applications including but not limited to statistical analysis, word processing, spreadsheet, relational database, web design, and scannable survey formatting software; give attention to detail and accuracy; assimilate information quickly; design forms for various research purposes and target audiences; query and manipulate databases; understand and interpret detailed statistical and research information; maintain cooperative working relationships; interpret and apply policies, procedures, rules and regulations; maintain confidential or sensitive information; demonstrate sensitivity to, and respect for, a diverse population.

### **KNOWLEDGE OF:**

Standard software applications; basic statistical methods and research methodology; computerized statistical analysis using various software packages including Microsoft Excel; computerized data storage and retrieval; HTML or web design; modern office methods and practices.

### **MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

#### *Education:*

An associate's degree with coursework in statistics or bachelor's degree.

#### *Experience:*

Experience working in a research environment or educational setting.