JOB TITLE: Research Technician

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform a variety of tasks in the distribution, collection, presentation, maintenance, and processing of research data and records in support of the District’s Office of Research and Planning. To perform clerical activities including typing, filing, and record keeping in support of research related programs and operations. Employees in this classification receive general supervision within the framework of standard policies and procedures. Employees in this classification may train, monitor and review the work of part-time staff for compliance to established procedures. This job class exercises responsibility for providing routine research assistance in the distribution, collection, preliminary interpretation, and processing of research data and reports.

SUPERVISOR: Director of Research and Planning or designee

TYPICAL DUTIES:

- Assists in the distribution, collection, processing, preliminary evaluation, presentation, and maintenance of data and information related to college research projects and operations.
- Coordinates, schedules, conducts, and distributes student course evaluations in accordance with institutional policies and procedures.
- Assembles and assists in collection and preliminary interpretation of field data relative to state and federal reports.
- Assists in the supervision of part-time temporary classified staff relative to implementing student evaluations of instructional staff or other data collection activities.
- Locates and extracts information from various reports and literature for the documentation of Research Office projects.
- Conducts available media searches including the use of web and library resources and extracts information to fulfill data requests and other Research Office projects.
- Monitors and documents data collection procedures and processes.
- Types a variety of materials such as correspondence, reports, schedules, lists, purchase requisitions, etc. in support of Research Office projects/operations.
- Maintains accurate research files and records.
• Prepares and processes a variety of forms, documents, records, questionnaires, and surveys related to research projects; receives, tallies, and/or logs documents received.

• Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Knowledge of:

• standard English vocabulary, grammar, spelling, punctuation, typing, and filing procedures
• modern office procedures, methods, and practices
• functions and operations of computer database, word processing, and spreadsheet software
• web based search methods

Ability to:

• compose and type routine correspondence
• learn quantitative methods including statistical concepts
• maintain accurate files and records
• type, file and operate typical office machines accurately
• effectively communicate in both oral and written form
• maintain confidentiality of sensitive data/information
• work independently, be organized, and detail oriented
• use software manuals effectively to learn new procedures and/or trouble shoot
• learn district policies and procedures related to research activities and operations
• perform quantitative calculations accurately
• establish and maintain effective work relationships with those contacted in the performance of required duties

EDUCATION/EXPERIENCE:

• AA degree or equivalent education, training, and experience.
• Direct experience working in an institutional research environment is desirable.