



Job Description

Job Title: Research Associate

JTC: C01

Salary Range: N04

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Coordinates advanced research support for marketing, and/or for public relations purposes utilized for college advancement activities, statistics and/or other district and location special projects.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Able to maintain high level of knowledge of data processing to achieve goals. Demonstrate experience working with (relational) databases, programming languages, and MS Office. Knowledge of measurement, data analysis, research design, and survey methodologies.

Ability to analyze data and identify anomalies, trends, and inconsistencies. Must have excellent analytical and quantitative skills. Ability to read and interpret regulations. Understands standardized data definitions and data validations

Able to work with coworkers and client as necessary to ensure the accurate collection, analysis, and distribution of historical and predictive institutional data.

Demonstrate an ability to interpret analytic output and provide strategic recommendations. Strong problem-solving skills, and attention to detail with excellent organizational skills.

Ability to provide excellent customer service orientation with strong oral, written and interpersonal communication skills.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. May be required to lift and move materials and equipment.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree and two (2) years of experience. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Accesses data from a variety of sources requiring advanced knowledge of computer programs and administrative applications; manipulates and analyzes information, evaluates results and generates reports to meet user needs. Prepares comprehensive profiles of demographic, financial, biographic and other pertinent information; researches local and national resources. Collects, compiles, maintains and reports biographic, demographic and statistical information for the assigned department.

Perform technical and analytical tasks with particular emphasis on the collection, interpretation, reporting, aggregation and evaluation of data. Processes and interprets data from a variety of sources, including the district-wide data system (e.g. Colleague), and/or other specified data collection programs/software systems (e.g. MIS, SAS, etc.); required to provide analyses and information.

Acts as primary location liaison with related District Offices such as Information Technology and Institutional Research or as necessary to achieve research objectives. Assists with the development and implementation of college-wide surveying for institutional effectiveness. Acts as a resource person (e.g. MIS, SAS, etc.) to adapt new software and/or specific technology; may require providing training.

Responsible for assisting the Director in developing information required to support such as activities as planning, budgeting, program evaluation, student recruitment/retention, enrollment data, or other pertinent data. Assists with data collection, verification, aggregation and analysis for internal and external reporting; evaluates assessment tools (e.g. surveys). Coordinates and maintains location website development; some positions may be required to assure that there is web access to institutional publications, reports and resources.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provide excellent customer service.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.