

RESEARCH ASSISTANT (DCC)

DISTINGUISHING FEATURES OF THE CLASS:

This is a specialized position which works in the Office of Planning and Institutional Research at Dutchess Community College. The incumbent assists the Director in gathering, analyzing and presenting a wide variety of statistical information concerning the college's programs, finances, and student body. Such requests come from both internal sources and external agencies such as the State University of New York. To meet such demands, the incumbent maintains a variety of databases and interacts with various departments throughout the college to obtain the information in the most appropriate format. Supervision is received from the Director with considerable leeway in responding to regular report requests. The position may be responsible for supervising the work of lower level employees, including performance counseling and appraisals and scheduling for coverage.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level support titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Reviews requests for information from internal sources and outside regulatory agencies and determines best way to obtain and present information;
2. Gathers and analyzes information using a wide variety of computer based data base management programs, spreadsheets, statistical analysis utilities and other programs;
3. Designs forms and survey instruments to assist in the gathering of information;
4. Attends meetings with college administrators and other staff to discuss needs and progress of informational and research projects;
5. Coordinates preparation of Federal, State and other periodic reports concerning college programs, student body and finances and may act as a contact point concerning such reports;
6. Supervises support staff engaged in the gathering, analysis and presentation of information and statistics;
7. May present oral and/or written reports at college administrative meetings, explaining research methods, procedures and results;
8. May assume duties of the Director in his/her absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of basic research methods, statistics and survey techniques sufficient to gather, analyze and present a variety of information concerning college programs, attendance, demographics of the student body, college finances and other related areas;

Knowledge of data processing techniques and their applications sufficient to assemble and manipulate information from both mainframe and personal computer sources;

Knowledge of the community college sufficient to know how programs interact and where to best obtain needed information;

Ability to plan and organize work efficiently and to meet regulatory deadlines;

Ability to write narrative and statistical reports;

Ability to communicate effectively, both orally and in writing;

Ability to establish effective working relationships;

Ability to supervise the work of others;

Ability to read and interpret complex information;

RESEARCH ASSISTANT (DCC) (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (Cont'd)

Ability to keep abreast of current development in the fields of statistics and research methods and related computer based programs;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree PLUS two (2) years of work experience which involved research and/or statistical analysis, program evaluation, or data analysis;

OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Associate's Degree PLUS four (4) years of work experience which involved research and/or statistical analysis, program evaluation, or data analysis;

OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

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ADOPTED: 07/03/99