



COLLEGE of the CANYONS

SANTA CLARITA COMMUNITY COLLEGE DISTRICT

announces an employment opportunity for

Senior Research Analyst (BSSOT Grant and Basic Skills)

A Full-Time Classified Represented Position

Review Date: October 31, 2017

This position is a high priority for our District for the 2017-2018 year and is contingent upon continued available district, grant and state funding.

Position Number:
CLA17-252

POSITION DESCRIPTION:

Under the supervision of the Dean, Institutional Research, Planning and Institutional Effectiveness, the Senior Research Analyst independently performs a variety of advanced level professional activities involved in the planning, design, implementation, and dissemination of research and evaluation studies that support the District's decision-making, program planning processes, and other measures of institutional effectiveness associated with the Basic Skills Student Outcomes Transformation (BSSOT) grant. Performs complex statistical and analytical institutional research connected with basic skills, persistence, retention, and related student success outcomes. Assists the Dean of Institutional Research, Planning and Institutional Effectiveness with the coordination of campus research for basic skills and statewide student success initiatives. Coordinates with outside agencies to conduct analyses on the District's student population as it pertains to basic skills. Maintains statistical data, interprets data analyses results, writes research and evaluation reports and related components of grants documents, and responds to internal and external requests for information associated with basic skills. The Senior Research Analyst leads, designs, and conducts all levels of basic skills research projects in the Institutional Research, Planning and Institutional Effectiveness office. Performs other related duties as assigned.

ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Assists the Dean of Institutional Research, Planning and Institutional Effectiveness with the coordination of campus research for the Basic Skills Student Outcomes Transformation (BSSOT) grant and related analyses supporting decision-making for basic skills.
2. Coordinates with the internal BSSOT implementation team, including the Institutional Effectiveness and Inclusive Excellence steering committee, and outside agencies to conduct analyses on the District's student population related to basic skills.
3. Performs complex statistical and analytical institutional research connected with basic skills, persistence, retention and other student success outcomes.
4. Assists with the evidence based documentation in evaluating the BSSOT grant activities.
5. Monitors evaluation of statewide initiatives, including Student Equity, SSSP, Basic Skills and other student success related projects.
6. Designs, implements, evaluates survey results, including communication of results to the campus community in support of the BSSOT grant activities.
7. Represents the research office at conferences and research meetings.
8. Prepares and conducts presentations.
9. Works with external agencies to track students and conduct related analyses (e.g., Cal-PASS Plus and the California Community College Chancellor's Office).
10. Implements research studies pertaining to basic skills, including coordinating analyses and tabulation of results. Evaluates data using a variety of appropriate software applications for data analysis, data management, spreadsheet, presentation, graphics, and word processing used in social science research (such as Survey Monkey, SPSS, and Microsoft Word, Excel, Outlook, PowerPoint, and OneNote).
11. Conducts research and evaluation studies connected with basic skills and related student success, persistence, retention, and other student success outcomes.
12. Maintains computer-based datasets, information systems, and an indexed archive of information and reports suitable for responding to surveys and questionnaires, efficient collection, analysis, and presentation of data.



13. Researches and identifies sources of data for assigned projects. Gathers, compiles, verifies, analyzes, and correlates information and presents data in graphic, tabular, written, and oral forms.
14. Communicates with appropriate internal and external users in compilation, analysis, and interpretation of data. Provides technical support regarding research design, survey development, and test validation. Responds to questions or requests for information regarding research-related activities pertaining to basic skills.
15. Confers with College staff regarding assigned projects and may make recommendations based on findings.
16. Assists the Dean in the writing of comprehensive research reports and makes oral presentations explaining research findings, implications, and applicability.
17. Organizes, prioritizes, and schedules work on a multitude of research related projects. May oversee maintenance of statistical data, records, and files.
18. Attends a variety of meetings and conferences as assigned by the Dean.
19. Performs other related duties as assigned.

- Perform appropriate statistical analyses and interpret results and findings.
- Review and verify input and output data to assure accuracy and efficiency.
- Gather, validate, and interpret data from a wide variety of sources, including literature and Internet searches.
- Establish priorities, plan, and organize a variety of work assignments.
- Work accurately and independently while meeting schedules and time lines.
- Establish and maintain comprehensive and accurate files and records, prepare concise and complete reports as required.
- Provide appropriate information to the students, faculty, staff, and the public in a friendly and professional manner.
- Maintain confidentiality when dealing with sensitive and privileged material and information.
- Take responsibility and use professional judgment based on established guidelines and procedures.
- Type with speed and accuracy; make arithmetical calculations in like manner.
- Work effectively and demonstrate currency of knowledge with computers and other forms of advanced technology utilized in providing high-quality services.
- Communicate effectively orally and in writing.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with faculty, staff, trainees, and others connected in the performance of duties.
- Show willingness to participate in cross-training activities; ability to learn quickly and retain new information.
- Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff and the community.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

Position requires knowledge of:

- Institutional research, its literature, organizations and practices.
- Research and evaluation theory, design, methodology, sampling and analytical techniques.
- Technical research report writing.
- Research software applications for data analysis, data management, spreadsheet, presentation, graphics, and word processing software applications (such as Survey Monkey, IBM SPSS, and Microsoft Word, Excel, Outlook, PowerPoint, and OneNote)
- California Community College initiatives, including, Student Success and Support Program, Student Equity, AEBG, and Basic Skills.
- Labor market data sources, including O*NET, Bureau of Labor Statistics, and California Employment Development Department.
- Collection and coding of data.
- Survey sampling, design, and research.
- Threats to validity of conclusions.
- Experimental and research design.
- Qualitative and quantitative data analyses techniques.
- Inferential and descriptive statistics.

Position requires ability to:

- Learn, interpret, and apply institutional, state, and federal regulations, legal mandates, policies, rules, and guidelines to a variety of operational procedures.
- Learn new ideas, procedures, processes, and computer software quickly and independently.
- Conduct research, collect, compile, assemble and report a variety of data and information used for analysis of institutional planning issues, decision-making, trend monitoring, reports and publications.
- Operate a computer to input and code data, create queries, extract and manipulate information, generate links to data and produce a variety of computerized data, records and reports.

MINIMUM REQUIREMENTS:

Experience:

Three (3) years of full-time equivalent experience working in an institutional research and planning office applying quantitative or qualitative methods to behavioral, educational, and/or social research or a similar environment that demonstrates the ability to conduct complex analyses.

Education:

Master's degree from an accredited college or university in a specialization involving higher education, social science, social or educational research or a related field is required. Educational coursework shall include at least 6 semester units of educational, social, or behavioral science research design and analysis. *Bachelor's degree in any of the above specializations plus four (4) years of additional related experience may be substituted for Master's degree.*

Desired Qualifications:

- Additional years of experience that demonstrates the ability to conduct complex analyses.
- Previous experience working in a higher educational institution.
- Experience conducting labor market analyses.

SALARY PLACEMENT:

Salary placement will be on **Range 59** of Classified Represented Salary Schedule B (**\$6,560 - \$10,504 per month**). Initial salary step placement for new employees is customarily at step 1, 2, or 3 (**\$6,560 / \$6,998 / \$7,419 per month**) of this 11-step salary range. **If you hold a confirmed Master's degree, the salary placement will be on Range 159** of Classified Represented Salary Schedule B (**\$6,685 - \$10,629 per month**). Initial salary step placement for new employees is customarily at step 1, 2, or 3 (**\$6,685 / \$7,123 / \$7,544 per month**) of this 11-step salary range. Step advancement is yearly up to step 7; with advancement to step 8 after two years at step 7. Employee must spend at least two years at Step 8 before moving to Step 9; three years at Step 9 before moving to Step 10; and four years at Step 10 before moving to Step 11.

Probationary period for new Classified employees is one year. **Work year** is 12 calendar months. The **normal workweek** for this position is **40 hours**. Paid holiday, discretionary, and sick time are provided. Ten vacation days accrue during the first year of employment. **A regular work schedule will be assigned, with the ability to occasionally work a flexible schedule as needed.** A Classified employee is required to either become a dues paying member of the Classified School Employees Association (CSEA) Chapter, or pay a service fee.

PHYSICAL CHARACTERISTICS

Position requires sitting and viewing a computer monitor for extended periods of time plus frequent periods of standing and walking, which may include climbing staircases; dexterity of hands and fingers to operate a computer keyboard and related equipment; stooping, kneeling, crouching, crawling, twisting/turning, bending at the waist, and reaching in awkward positions; frequently exerting 10 to 20 pounds of force to lift, carry, push or pull or otherwise move objects; hearing and speaking to communicate and provide information to others; vision to read printed material and computer monitor; handling and working with various materials and objects; and travel from site-to-site. In the event of an emergency, employees will be relied upon to serve as emergency service workers..

DISTRICT CLASSIFIED EMPLOYEE BENEFITS

Full-time employees are provided with a diversified program that includes medical, dental and vision insurance including dependent coverage, disability and life insurance as well as Section 125 options. These benefits commence on the first of the month following date of hire. Professional development opportunities are provided to all employees. Educational incentive is available to eligible Classified Represented and Confidential employees.

RETIREMENT: Classified employees contribute to the Public Employees' Retirement System (PERS), a defined benefit retirement plan through the State of California. Various additional benefit options are available to retired employees.

CONDITIONS OF EMPLOYMENT

Successful completion of background fingerprint clearance, pre-employment physical examination (disabilities not related to the physical job will not affect the application process) and TB screening.

Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.

Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.

Board of Trustees approval.

Official, sealed transcripts are required upon offer of employment.

EQUAL EMPLOYMENT OPPORTUNITY:

The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources office directly at (661) 362-3427.

ABOUT THE DISTRICT

Innovative. Collaborative. Entrepreneurial. These qualities not only define College of the Canyons, they characterize the faculty, staff and administrators who make this college one of the most unique among California's 113 community colleges.

Established in 1969, College of the Canyons is among the fastest-growing community colleges in the nation. It is widely recognized as a model community college for enhancing student access, success and equity. In fact, its completion rates rank among the highest in the state. The college has established a well-deserved reputation for bolstering economic development and offering innovative career technical education programs that are responsive to industry needs.

Guided by visionary leadership, College of the Canyons serves a dynamic, growing 367-square-mile area of northern Los Angeles County that encompasses the City of Santa Clarita, the third largest city in Los Angeles County after Los Angeles and Long Beach, as well as the surrounding greater Santa Clarita Valley. A steady infusion of new residents and businesses creates a spirit of limitless possibilities that inspires the college to be flexible, creative and attuned to the region's evolving needs. The expanding diversity of the community is mirrored by the college, which qualifies as a Latino-serving institution.

The college's influence in the community is best illustrated by the dozens of collaborative partnerships it has forged with local school districts, government entities and service organizations. More than 75,000 children from every local school district have experienced the arts as part of the college Performing Arts Center's K-12 Arts Education Outreach Program. And, Academy of the Canyons, an early/middle college high school ranked among the top 10 percent of high schools in the nation, is housed on our Valencia campus.

College of the Canyons is housed on two campuses, in Valencia and Canyon Country. It offers 83 associate degree programs, including 21 that provide guaranteed transfer to the California State University system, as well as 71 programs leading to workforce training certificates. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. In addition, the University Center at the Valencia campus has removed barriers to higher education by offering approximately 40 bachelor's and master's degree programs, as well as certificates and credentials, from five public and private universities. The center has enriched the lives and livelihood of more than 14,500 students and 2,600 graduates since opening in 2002.

Because of the college's reputation for consistently meeting the needs of the community, local voters have approved three bond measures valued at more than \$472 million since 2001. The college also secures substantial funding from the state, and millions of dollars in grants each year that allow new, cutting-edge programs to be developed and facilities to be built to accommodate them.

Given its commitment to growth and innovation, College of the Canyons has set a new standard for what a college and its students can achieve. It is a vital cultural, educational and economic force in the region. Join us here, and you will discover unexpected opportunities, the freedom to innovate, and a chance to shape the future.

APPLICATION AND SELECTION PROCESS

Applicants are encouraged to complete their applications online. Please visit our website at <http://www.canyons.edu/Offices/HumanResources>. If you require assistance, please call the Human Resources office at (661)362-3427 or our TTY Line at (661)362-5178. Applicants may check the status of their application online and may expect to be notified within approximately 4 - 5 weeks following the Review Date as to the status of their application.

All application materials must be uploaded online or received in the Human Resources office by the end of the day on the review date in order to assure consideration for this position. Postmark is not acceptable for this purpose. Separate application materials must be submitted for each position

applied for. Materials submitted become property of the District and will not be returned, copied, or considered for other openings. The Human Resources office is located in the University Center, Suite 360 at 26455 Rockwell Canyon Road, Santa Clarita, CA, 91355.

The following application materials are required for your application to be complete. Incomplete applications will not be considered.

- **Online District CLASSIFIED Application.**
- **Detailed resume**, which includes month/year dates of employment and descriptions of responsibilities at each employer.
- **Letter of interest** (cover letter). In your letter, please address your qualifications and experience as they pertain to the job duties and the abilities section of this announcement.
- Copies of complete and legible **college transcripts** clearly indicating all college units earned and any degree awarded. Copies of diplomas are not acceptable in lieu of college transcripts. Official, sealed transcripts are required upon offer of employment. Please see our website for the requirements for evaluation of transcripts from foreign colleges or universities.
- **Supplemental Questionnaire.** Please answer the following questions as part of your application packet.
 1. Possessing a Bachelor's degree is a minimum qualification for this position. Do you possess a Bachelor's degree or higher from an accredited institution with a specialization involving higher education, social science, social or educational research or a related field? (yes/no) Please provide legible copies of your college/university transcript in your application packet. Copies of diplomas are not acceptable in lieu of college transcripts.
 2. Describe your experience applying quantitative and/or qualitative methods to behavioral, educational, and/or social research or a similar environment that demonstrates the ability to conduct complex analyses. Please include employer names(s), position title(s), dates of employment, full-time or part-time status (hours per week), and your roles and responsibilities in each position. Please provide your total years of full-time equivalent experience in this field.
 3. Identify at least six (6) semester units of coursework from your transcript in educational, social or behavioral science research design and analysis. Please include course title, units, name of educational institution, and a brief description of how that course meets this requirement. Please ensure that copies of transcripts with the coursework are submitted as part of your application materials.
 4. Describe any experience you may have conducting cohort analyses. Please include descriptions of your roles and responsibilities and the statistical techniques you have used in conducting cohort analyses.
 5. Please describe your experience evaluating grant-funded projects. Please include descriptions of your roles and responsibilities and the tools you used to monitor evaluation activities, and discuss the preparation and dissemination of formative and summative evaluations to the stakeholders or client.

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6. Describe your experience with working in a higher educational institution.
7. Describe your experience with using research software applications for data analysis and data management.
8. Describe your experience with working with MS Office Suite software (Word/Excel/Outlook/PowerPoint). Provide your level of proficiency and examples of how you have used each of these software in the workplace.
9. Why are you interested in working in this position at College of the Canyons?

- **Letters of reference are optional.**

Please note:

- Skills evaluation of candidates for interview may be required.
- Travel and relocation expenses are the responsibility of the applicant.
- Hiring committees review all complete, qualified application packets. Possession of the minimum qualifications does not guarantee an interview.
- "Experience" generally refers to relevant paid experience. In some instances, unpaid experience may be counted as experience towards meeting the minimum qualifications or requirements for the position only if it entailed responsibilities substantially similar to those of relevant paid positions in the field. It is the applicant's responsibility to provide sufficient information and details to the Human Resources office at the time of submission of their application packet. Details should include the organization, contact name and contact information, start and end dates, hours per week, and a list of relevant unpaid/volunteer duties or responsibilities performed. Not all unpaid experience may qualify. Upon offer of employment, an applicant will be required to obtain written verification(s) of any relevant unpaid/volunteer experience.
- Applicants are encouraged to apply online. If you need assistance with the application process, contact:

Human Resources Office

(661) 362-3427

TTY/TDD (661) 362-5178

Or visit our website at

<http://www.canyons.edu/Offices/HumanResources>

It is the applicant's responsibility to ensure that all application materials are fully and correctly submitted. All materials submitted are for this position only and become the property of the District. Materials will not be returned, copied or considered for other openings. Resumes may not be submitted in lieu of the official application form.

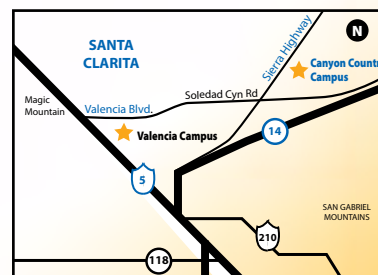
The College is expecting to conduct initial interviews between the weeks of November 27, 2017 and December 4, 2017 and conduct final interviews between the weeks of December 4, 2017 and December 11, 2017. This is an estimated timeline, and is subject to change.

Positions are offered contingent on funding. We reserve the right to withdraw, extend the filing date, reopen, or delay filling this position. Recruitment may continue until the position is filled. This recruitment may be used for future vacancies.

COLLEGE OF THE CANYONS

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www.canyons.edu



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