

## RESEARCH ASSISTANT - COMMUNITY COLLEGE

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision, an incumbent of this position develops statistical information using complex automated information systems such as ACCESS, EXCEL, Unix Editor and Power Point to perform educational research studies; and to assist administrative, faculty and other college staff members in the implementation of such studies, and in gathering and compiling statistics relating to the educational environment. Supervision may be exercised over a small number of subordinate staff and/or student assistants in the compilation and maintenance of statistical records and data sources. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Uses complex automated information systems to extract raw data, and manipulates data by writing supporting documentation (macros) to define the required fields of information;

Provides assistance to the administrative staff and faculty by gathering, editing and summarizing statistical data to be used in educational research and for submission of mandated regulatory reports for government and accrediting agencies;

Designs forms for the reporting of data, and circulates and compiles questionnaire findings;

Performs statistical analyses of assigned projects; and evaluates data sources to ensure reliable statistical samplings;

Schedules the compilation of reporting data to insure timely response and appropriate prioritization;

Participates in special studies concerning student enrollment, student attendance, space and facility utilization, inventory, annual reports, and other data as required;

Performs related administrative and support tasks to insure the successful completion of assigned projects.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and techniques used in conducting statistical research, including the use of complex automated information systems; good knowledge of research methodologies; good knowledge of data collection techniques; ability to gather and collect statistical research and draw logical conclusions; ability to supervise the work of subordinates; ability to communicate effectively, both orally and in writing; ability to design statistical tables, produce graphs and charts, and interpret reporting procedures; ability to establish and maintain effective working relationships; ability to prioritize projects and meet deadlines; thoroughness; accuracy; resourcefulness; initiative; good judgment; tact; dependability; physical condition commensurate with the demands of the position. clear, concise and accurate oral or written reports; skill in prioritizing projects and meeting deadlines; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) A Bachelor's Degree\* and two years experience performing statistical studies and analyses using complex automated information systems; or (b) six years of experience as described in (a); or (c) an equivalent combination of training and experience as defined by the limits of (a) and (b).

SUBSTITUTIONS: A Master's Degree\* in Statistics, Public Administration, Business Administration or Economics may be substituted for one year of the required experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.