BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Research Assistant, Institutional Research

DEPARTMENT: Center for Institutional Effectiveness

FUNCTION: Supports the Managing Director of Institutional Research and provides a resource to the office in the development and implementation of a systematic institutional research program to provide critical information to campus decision makers and outside agencies. Additional duties include providing assistance to faculty and staff in the development and implementation of the technical aspects of research projects and activities related to assessment, planning and grants development and evaluation.

REPORTS TO: Managing Director of Institutional Research

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Provides assistance and administrative support to the Managing Director of Institutional Research.
2. Provides a resource to the office in the development and implementation of a systematic institutional research program to provide information to campus decision makers and outside agencies.
3. Assists in the development of research, planning, outcomes assessment and evaluation studies.
4. Assists in the design of appropriate research instruments, surveys, questionnaires, schedules, etc. for the collection of data.
5. Extracts and organizes data, statistical and narrative, from appropriate sources including Ellucian’s Colleague.
6. Analyzes data using PC-based software to provide appropriate statistical information for research projects.
7. Drafts written reports for internal dissemination or in response to external requests.
8. Assists in the preparation and presentation of formal research reports.
9. Assists in the summarization and presentation of data to be incorporated into text, tabular or graphical form.
10. Implements internal mailing schedules and procedures for surveys and questionnaires.
11. Edits and codes returns, tabulates and analyzes responses and performs mail and/or email follow-up.
12. Performs additional tasks or duties as assigned by the Managing Director of Institutional Research or other designated management.
MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Possess working knowledge of statistics and research methodology; demonstrated skills in research design and data analysis. Demonstrated advanced proficiency in the full use of the Microsoft Office suite and in database and statistical software (i.e., SPSS). Possess demonstrated ability to write queries similar to SQL and high tolerance for details; and demonstrated ability to manage multiple priorities and projects simultaneously.

Exhibits strong skills in:
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Bachelor’s Degree in related field required.

Experience: One year experience in research design, data analysis and report preparation required.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: ____________________ Date: ____________
Managing Director of IR

Approved by: ____________________ Date: ____________
VP of Inst. Effectiveness

Reviewed by: ____________________ Date: ____________
Human Resources

Board Approval: ____________________ Date: ____________
Board Approval

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE