San Diego Community College District
NANC JOB DESCRIPTION

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Job Code:	N1906
Original Date:	02/2013
Last Revision:	04/2018
Staff Type:	NANCE
FLSA status:	Non-Exempt

Title: Research Assistant II

Unit: Non-Academic/Non-Classified Service

FUNCTION:

Under the direction of the Director, Institutional Research, or assigned supervisor or manager, provide technical and analytical support to assist in productivity, accuracy, and level of documentation of the districtwide research function.

DESIRABLE QUALIFICATIONS:

Knowledge of basic design and administration of questionnaires and research instruments; English usage, grammar, spelling, punctuation, and vocabulary; modern office practices, procedures, and equipment, including computer hardware and software. Ability to prepare, format, and clean research data in support of specific projects; prepare layout and format reports consistent with project specifications and stakeholder needs; research and analyze data and information; use computer applications for on-line background and literature review search; perform statistical and qualitative analyses; prepare written analysis, recommendations, and complex reports; communicate effectively both orally and in writing; and establish and maintain effective working relationships with others. Experience in research, study, and analysis of management, budget, administrative, organizational, functional, or procedural problems.

TYPICAL DUTIES INCLUDE:

- Research and analyze data and information.
- Use computer applications for on-line background and literature review search.
- Perform statistical and qualitative analyses.
- Prepare, format, and clean research data in support of specific projects.
- Prepare layout and format reports consistent with project specifications and stakeholder needs.
- Prepare written analysis, recommendations, and complex reports.
- Prepare, manipulate, and verify the accuracy and validity of data.
- Prepare tables, graphs, fact sheets, and written reports summarizing research results.

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