

RESEARCH COORDINATOR

CLASS SUMMARY

Under direction – Design, implement, coordinate and direct research projects and studies, including the assignment of projects to staff and the supervision of all projects; develops district and grant budgets; responsible for the day-to-day operations of the institutional research office.

REPRESENTATIVE DUTIES

Designs, implements, coordinates, and directs research projects. Analyzes data in relation to policy questions and study purposes; creates statistical tables and graphic displays. Writes comprehensive research reports and makes oral presentations explaining research findings, implications, and applicability. Edits written reports of other research staff. Identifies district research needs from participating in college activities and committees. Identifies staffing needs; train, direct and delegate tasks to staff in research activities. Consults with college departments, faculty and staff relative to research needs, designs, and analyses. Attends meetings and maintains communication with other college departments. Assists the Director of Research and Planning in the planning and supervision of projects and staff. Develops and monitors all budgets. Identifies funding sources and writes grant proposals.

ORGANIZATIONAL RELATIONSHIPS

This class reports to a Director and may function in the absence of the Director as the Research liaison within the college and with external agencies. This class directs the work of all staff and trains staff, including research analysts, secretarial and clerical staff, student assistants, and consultants. This class also coordinates the work of faculty conducting research; and consults with college administration and faculty regarding research issues.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or experience equivalent to a Bachelor's degree and four years experience in office management in an educational institution, educational program delivery, higher education program and policy issues, and research. Experience should include demonstrated ability to conduct research.

RESEARCH COORDINATOR (continued)

Knowledge and Abilities

Thorough Knowledge of: oral and written communication techniques; organizational procedures; community college programs and policies.

Good Knowledge of: data processing methods, statistics, research design and methods.

Ability to: lead, train, and supervise a diverse staff; write comprehensive reports; make effective oral presentations about complex topics; complete research projects with a minimum of direction; learn new computer technology and research methods; communicate effectively with college and external agency individuals and groups; develop budgets and funding sources; organize complex projects and timelines.