Job Title: Research Assistant

JOB SUMMARY

The Research Assistant is responsible for performing research assistance work associated with reviewing and analyzing the colleges’ accreditation processes, strategic plans, and program effectiveness assessments.

MAJOR DUTIES

Assists in collecting and analyzing college accreditation, strategic plans, and program effectiveness data and disseminates results;
Performs data analysis, interprets results, publishes summarizes and prepares reports;
Collects results of surveys and formats results for use in analysis and evaluation by the appropriate unit;
Serves as the primary records keeper for the college or business unit;
Maintains records necessary for college accreditation and program-specific accreditation, licensure and certification;
Works with various departments to assist with collecting, compiling and formatting results of research;
Establishes a schedule or pro-active distribution of updated data to appropriate personnel;

COMPETENCIES

Knowledge of effectiveness assessment instruments and procedures
Knowledge of the policies and procedures of various external accrediting bodies
Skill in the operation of computers and job related software programs
Decision making and problem solving skills
Skill in interpersonal relations and in dealing with the public
Oral and written communication skills
Ability to collect necessary data
Ability to analyze data and information collected
Ability to conduct research

MINIMUM QUALIFICATIONS

High school diploma or equivalent *and* One (1) year of work related experience

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.