

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2009**

**ASSISTANT RESEARCH ANALYST**

**FLSA STATUS: NON-EXEMPT - PAY GRADE: 12 - C**

**GENERAL STATEMENT OF JOB**

The Assistant Research Analyst assist in planning and coordinating projects specifically related to student analytics and research.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Coordinate research projects related to student analytics and research.

Assist in planning, developing, executing, and evaluating research projects focused on the measurement of student success, retention, growth, performance, experience, satisfaction, progress, and development.

Assist in the development and revise, edit, produce and proof proposals for grant funding and other documents.

Demonstrate familiarity with project management principles and techniques to support timely delivery of key project deliverables.

Provide administrative support to procure, deploy, and manage standardized survey and assessment vendor relationships.

Coordinate and oversee specialized short and long term research projects as assigned

Apply broad/substantial software application knowledge related to data acquisition, formatting, manipulation, organization, cleansing, maintenance, and reporting.

Test computer applications and troubleshoot computer problems as required.

Coordinate, develop, maintain electronic file content on one or more systems.

Monitor and manage assigned budgets, to include grant budgets where applicable.

Assist in performing support and administrative duties to develop, analyze, and provide recommendations for department resource acquisition and budget modification.

Assist supervisor in both routine and specialized department projects (e.g., statistical and financial analysis, research, data collection, procurement, compilation, summarization, and report preparation).

Ensure the accurate preparation of daily/weekly/monthly/annual reports, news releases, announcements, etc., and prepare complex and/or special reports as directed.

Perform other related duties as required.

## ASSISTANT RESEARCH ANALYST – Page 2

### **SUPERVISION RECEIVED**

Supervision is received from the appropriate supervising administrator.

### **SUPERVISION EXERCISED**

May act in a lead capacity.

### **MINIMUM QUALIFICATIONS**

A high school diploma or high school equivalency degree supplemented by a minimum of one (1) year of related experience.

### **PREFERRED QUALIFICATIONS**

A bachelor's degree from an accredited institution and three (3) years of general business experience. Specific experience/knowledge with MS Access, Excel, MS SQL Server, SharePoint, html/web applications, SAS is desirable.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with subordinates, co-workers, the public, supervisors, etc.

### ASSISTANT RESEARCH ANALYST – Page 3

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to perform high school algebra and to utilize descriptive statistics.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, imposed by frequent deadlines, peak workload, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 10/09