STATE CENTER COMMUNITY COLLEGE DISTRICT
RESEARCH ASSISTANT

DEFINITION

Under direction performs research, analysis, and assists in drafting and editing proposals for external funding.

DISTINGUISHING CHARACTERISTICS

This classification differs from others in extensive knowledge of the district, campuses, departments and programs, understanding the relationship of the departments to each other and to others outside of the district, and assisting in the formulation of proposals for external funding to be used by various programs. This classification may require some lead responsibilities.

EXAMPLES OF DUTIES

Performs a variety of work, including researching, analyzing and interpreting complex data. As part of a team, develops and edits comprehensive proposals for funding. Regularly interfaces with administrators, faculty, staff, legislative offices and the public to collect and disseminate data. Attends proposal development workshops. Proposes procedures to assure accuracy, clarity, accessibility, usability, and confidentiality of information. Tracks budget expenditures, maintains ledger books, and prepares reports. Enters and retrieves data from computer system in appropriate format. Assigns and reviews the work of other employees and students assigned to the department. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: Bachelor’s degree

Experience: Experience in grant research, writing, and project development as a research analyst/assistant or administrative assistant.

Knowledge and Abilities: Knowledge of grant writing, research techniques, budgeting, funding, resources development, and supervision. Skill to plan and organize work to meet deadlines, read and interpret complex documents (Federal Register, technical documents prepared by funding sources). Knowledge of modern office practices. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Ability to operate standard office machines and equipment, including microcomputers. Ability to type at 55 nwpms from clear copy. Skill to employ mathematical techniques. Skills required to research, prepare and analyze reports. Ability to assign, monitor, and review the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

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Approved: June 17, 1991
Salary Range: 60