



The Position

Title:	Research Data Analyst
Position Type:	Full time
Requisition No:	25031
Category:	Classified
Supervisor:	Research Data Manager
Last Updated:	April 2025
Job Purpose:	Works with the Research Data Manager and to perform research, data analysis and reporting related to institutional research, institutional effectiveness, workforce and other planning projects.
Location:	Remote, various locations throughout California
Salary Range:	The beginning salary range for this position is Range 25, (Steps 1-3) \$97,721.88 - \$107,756.75.

Position Overview

Under the supervision of the Research Data Manager, the Research Data Analyst will support complex research initiatives including collecting, analyzing, and compiling data related to institution and student success in accordance with Calbright College's strategic mission, goals, and priorities. This could include data pertaining to curricula, enrollment, retention, matriculation, student and faculty characteristics, program vitality and evaluation, program review, community characteristics, student achievement, student learning outcomes, accreditation, and institutional planning and effectiveness and prepares reports and recommendations based on findings.

Successful candidates will have demonstrated skills to successfully perform complex data analysis in response to ad-hoc research and reporting requests utilizing various software programs to query, validate, format, and organize structured and unstructured data. They will also be able to present quantitative and qualitative data visually using charts, graphs, tables, and other appropriate methods in order to complete reports and/or develop presentations.

Essential Job Duties and Responsibilities

The duties below are representative of the role and are not intended to cover all of the duties performed within the scope of work.

- Identify appropriate college, system, and/or external sources of data for assigned research projects and retrieve the data in appropriate form using suitable tools.



- Maintain up-to-date knowledge of college, system, and external data resources and research and statistical tools and techniques.
- Select, adapt, and apply appropriate quantitative and qualitative research design and statistical tools and techniques to all areas of study, which include but are not limited to matriculation, prerequisites, assessment, staffing patterns, program evaluation, program costs, curriculum, grant applications and evaluation, accreditation, student outcomes and follow-up, student and staff characteristics, planning data integrity, and state and federal and grant-related reporting requirements.
- Organizes and presents research-based information, analysis, and interpretation clearly and effectively in narrative, tabular, graphical, and oral modes. Produce data for periodic reports as required.
- Carries out data collection, coding, and input functions using appropriate tools. Designs and produces effective forms and surveys and conducts structured interviews and focus groups.
- In accord with established research guidelines, responds to research requests and report submission requirements of research projects.
- Provides technical and analytical support to teams, divisions, committees, faculty, staff, and administration in research and program evaluation-related activities.
- Attend and represent the research team and committees and the college at professional conferences, as requested.
- Compile and interpret data and research studies to provide management with technical knowledge and policy recommendations and prepare well organized, accessible reports of findings.
- Respond to questions from internal and external stakeholders about data interpretation and identifying and explaining data trends.
- Responsible for providing technical assistance and guidance in the analysis of data to determine shifts and trends by using and interpreting the data available to the institution.
- Perform other related duties as assigned that support the objective of the position.

Knowledge, Skills, and Abilities

- Excellent written and oral communication skills
- Working knowledge of Google Workplace applications, including Docs, Sheets, Slides, Forms, Calendar, and Sites or working knowledge of Windows applications, including Microsoft Word, Excel



- Demonstrated ability to access information stored in large data systems and use of computer applications, including databases, business intelligence, statistical, word processing, spreadsheet, and presentation software
- Experience adapting or creating evaluation or research tools , including surveys that use logic (e.g., Qualtrics, etc.)
- Experience incorporating the perspectives of multiple communities, in the consideration of impacts and outcomes of research
- Knowledge of research, survey, and analytical methods and techniques
- Present solutions to senior leadership level with confidence and effectiveness
- Foster a team-oriented, collaborative and positive work environment
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately; exercise sound judgment; work independently; and adopt an effective course of action
- Meet schedules and timelines
- Work independently with little direction
- Ability to develop, analyze, and interpret complex research findings
- Ability to conduct statistical analyses using software such as SAS, SPSS, R or similar software
- Ability to articulate information in a clear, concise, and professional manner in a public setting
- Ability to prepare and present technical reports and make recommendations
- Ability to manage tasks and workflow and work across institutional projects to meet deadlines; strong attention to detail
- Ability to manage and prioritize multiple projects and work well under pressure to meet quick deadlines
- Ability to work independently and in a team environment
- Ability to exercise initiative, flexibility and demonstrate tact
- Ability to perform literature reviews, legislation summaries, and legal research
- Ability to perform public policy analysis and research
- Ability to acquire and understand College rules and regulations
- Ability to exercise good judgment and decision-making skills
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, staff and faculty.



Minimum Qualifications

- Bachelor's Degree in a discipline related to the assignment, such as economics, data science, statistics, public policy, or a related field
- At least (2) years experience with higher education data including performing data collection, data processing, validation and analysis of data from various data sources

Desired Qualifications

- Experience with human-centered design and research methods.
- Experience with data visualization tools and dashboarding tools.
- Graduate degree(s) reflecting coursework and/or methodology in research and evaluation as well as experience in conducting research project(s).
- Experience with data systems design including work with Customer Relationship Management systems (CRMs), such as Salesforce or learning management systems (LMS)
- Familiarity with predictive analytics models.
- Experience querying and analyzing data sets in relational databases.
- Knowledge of programming packages such as Python, SQL, Oracle, etc.
- Understanding of data automation strategies, frameworks, and infrastructures.
- Experience working with higher education and/or labor market data.

Working Conditions and Travel

- Calbright College is a statewide online college where all instruction and support are done via various online technologies both in person and remotely. Calbright College has administrative offices in Sacramento available for use. When working remotely, employees should be able and willing to use digital communication tools as used by the college, and have the ability to work on a computer for extended periods of time. Although this is a primarily remote position, there may be instances in which you will be required to attend meetings or travel to in-person events.
- Regular attendance is considered an essential job function; the inability to meet attendance requirements may preclude the employee from retaining employment.
- The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Calbright College policies, procedures, and Title IX.
- Calbright College celebrates all forms of diversity and is deeply committed to fostering an inclusive environment within which students, staff, administrators, and faculty thrive. Individuals interested in advancing Calbright College's strategic diversity goals are strongly encouraged to apply. Reasonable



accommodations will be provided for qualified applicants with disabilities who self-disclose.

- Requires the ability to function in a remote online instructional environment performing work of primarily a sedentary nature. Requires the ability to use hearing and speech to make presentations to groups and carry on conversations over the phone and in-person. Requires speaking skills to communicate with staff and students in one-on-one and small group settings, on the phone, and to distinguish sound prompts from various types of equipment. Requires near visual acuity to read printed materials and computer screens. Requires sufficient hand/arm/finger dexterity to retrieve work materials, operate a personal computer keyboard, and operate standard office equipment. Requires the ability to lift and/or move up to 25 pounds.
- Work is performed indoors where minimal safety considerations exist.

Equal Employment Opportunity

Calbright College provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, veteran status, disability or genetics. In addition to federal law requirements, Calbright College complies with applicable state and local laws governing nondiscrimination in employment.

Who We Are

Calbright College is one of California's newest community colleges – the first statewide, online campus designed to bridge the gap between employers with unfilled positions and students who don't have either the time or money to attend a traditional school. Our mission is to increase economic mobility and close equity gaps for working adults who lack easy access to traditional forms of higher education by offering online, flexible, affordable skills-based programs that provide tangible economic value for both working adults and hiring managers.