Position Information	
Title	**Student Success Analyst - 1.0 FTE - 12 Month**
Job Category	Classified
Position Number	
Location	
Job Description	BASIC FUNCTION: Under the general direction of the Dean of Student Success and Institutional Effectiveness, the Student Success Analyst performs extensive and technical institutional research and evaluation duties, including development and implementation of databases and reporting tools that are centered on the data related to Student Equity and Student Success and Support Program (SSSP) in coordination and/or consultation with information technology senior programmers. The Student Success Analyst will design, develop and implement reporting systems; analyze requirements for data selection; provide data production support; and, coordinate research activities with the coordinators of Student Equity and Success, or designee, district departments and groups.
Job Duties	REPRESENTATIVE DUTIES: • Assists with the collection of information from various college programs and disciplines to support institutional practices, processes, as well as availability and accessibility of data. (E) • Extensive statistical and technical planning, design, research and evaluation duties related to Student Equity, SSSP, BSI, Program Reviews, Educational Master Plan and state, federal grants or private grants. (E) • Extensive SQL database analysis and programing. (E) • The preparation of internal and external scans for the development of accreditation studies, grants, the Educational Master Plan and other projects related to the College's institutional effectiveness review. (E) • Assessment validation and disproportionate impact studies. Identifies and defines data requirements. (E) • Work with faculty data inquiry groups (DIGs) or related initiatives aimed at increasing the college's capacity to effect data informed decision making. (E) • Designs and performs quantitative and qualitative research and evaluation of Student Equity, Student Success and Support Program (SSSP) and other related projects and studies. (E) • Assist with the development conceptual data models. Designs data structure and storage for enterprise reporting solutions. (E) • Conducts reviews and assessments of Student Equity and SSSP activities and projects. (E) • Utilizes accurate statistical procedures and sampling techniques for institutional research projects. Assures high levels of confidence and reliability to survey results. (E) • Prepares reports to fulfill compliance regulations and requirements and to assure effectiveness of Student Equity, SSSP and related general fund and categorical projects. (E) • Prepares and revises reports with accompanying tabular, graphic and statistical contents, descriptions of analytical methods used, and, narrative of findings and conclusions, for Student Equity and SSSP research and evaluation. (E) • Identifies and extracts a variety of requested data. Inspects and codes data in preparation for analysis. Creates project documentation and databases. (E)

• Analyzes Student Equity and SSSP MIS data and provides continuous reports related to– SENSE/CCCSE, Categorical program and other related grant assessments. (E)

• Operates a variety of software packages used on personal computers for data analysis, data management, graphics and word processing. (E)

• Communicates with faculty, appropriate college staff, stakeholders and other community college districts in analysis, compilation and interpretation of data. (E)

• Responds to research questions as requested. (E)

• Attends meetings as assigned.

• Performs other related duties as assigned.

REQUIRED DUTIES:

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

KNOWLEDGE OF:

• Federal, State and Community College rules and regulations related to Research and Assessment

• Statistical analysis, report writing, research design, assessment validation and oral reporting skills SQL database programing

• Microsoft Excel, SQL server and various web applications

• Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

• Work independently and oversee projects

• Be detail orientated

• Create database queries

• Perform statistical and qualitative analysis

• Reason logically and creatively

• Evaluate and make recommendations in operations, systems, procedures, policies, and methods

• Research and analyze data and information

• Be self-motivated, goal oriented, meticulous

• Work effectively as a team member

• Meet schedules and timelines

• Communicate effectively both orally and in writing

• Maintain documentation and records

• Handle multiple assignments simultaneously and set priorities based on customer needs

• Operate a computer and related software, develop PowerPoint presentations to operate internal computerized processes

• Use interpersonal techniques associated with tact, patience and courtesy

• Establish and maintain cooperative and effective working relationships with others, including those from a diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff

Required Qualifications	EDUCATION AND EXPERIENCE: Any combination equivalent to: A Bachelor's degree in statistics, computer science, education - with an emphasis in research, social science, educational psychology or a related field that contributes to the design and conduct of valid research studies; AND Two (2) years of full-time equivalent experience using hardware and software that is similar to the College's Microsoft

	Office, Colleague, Excel and SQL; AND Three (3) years of full-time equivalent experience with programming database views, tables, and functions in an SQL server database.
Desired/Preferred Qualifications	
Physical Demands	ENVIRONMENT: • Typical office environment • Subject to constant interruptions
Special Conditions for Eligibility	
FLSA	Non-Exempt
Range/Step	Range 44, CSEA Salary Schedule
Salary	$4,649 - $5,105/MO.
Benefits Information	PART-TIME (less than .60 FTE): Part-time positions less than .60 FTE are not entitled to any District paid fringe benefits. The District does however; provide the employee prorated leaves including vacation, sick leave and paid holidays. Employees less than .50 FTE contribute to an Alternative Retirement System (Apple). Employees whose, FTE is between .50 and .60 contribute to the California Public Employees Retirement System (CalPERS). BENEFITS/SALARY: The District offers a comprehensive benefits package for employees and dependents for positions whose FTE is .60 or higher, valued at over $19,831 annually with a $266.50 monthly out of pocket expense to employees + dependents for their monthly medical premiums. The package includes health, dental, vision, one (1) life insurance policy and an Employee Assistance program. Additional benefits include contributions to the Public Employee's Retirement System (PERS) which is integrated with Social Security, 457/403b options, Vacation days - 7.33 hrs per month for the first year, 96 hours of vacation leave per years 1-5, 12 sick days and 20 holidays. SALARY: Step 1: $55,793/YR - $61,262 Range 44, CSEA Salary Schedule, initial placement will not be higher than Step 3 of the salary schedule, the top step for this position is $78,190/YR.). * This position is anticipated to be assigned to Woodland Community College but may be assigned temporarily or permanently within the District. If you require reasonable accommodation to apply for this position, contact the Human Resources Office at (530) 741-8765. WORKING CONDITIONS: Categorically funded positions are contingent upon funding. In accordance to Board Policy, smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus. WORK DAY, WORK WEEK, and WORK YEAR: The District has the right to establish work day, work week, work year; hours of positions within the District may vary. INTERVIEW: Candidates selected for an interview will be required to visit Yuba Community College District at his/her own expense upon a date selected by the District. Meeting minimum qualifications does not guarantee an interview. FOREIGN TRANSCRIPTS: Must include a U.S. evaluation and translation. Contact the Human Resources website for a list of agencies providing foreign transcript services.

	PRE-EMPLOYMENT REQUIREMENTS: Employment is dependent upon Department of Justice (DOJ) clearance; all fees are the responsibility of the selected candidates and serves the purpose of obtaining a criminal history as authorized by the California Education Code. All prospective employees shall be required to provide verification of TB test. EQUAL EMPLOYMENT: Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.
EEO Statement	As an equal opportunity employer with a diverse staff and student population, the Yuba Community College District is committed to creating an inclusive and effective learning and working environment for all.