



**Connecticut State Community College  
Job Description  
Campus Research Specialist**

**Salary Level:  
CCP 17 (Subject to Willis)**

**Date Approved/Revised:  
Rev 1. 2/27/23**

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**Position Purpose**

The Campus Research Specialist performs research functions for the Connecticut State Community College (CT State) Office of Institutional Effectiveness and Planning. Campus Research Specialists strive to meet the information needs of CT State and local campuses' employees and students, as well as those of the CSCU System Office, accrediting associations, and external agencies. The Campus Research Specialist will also manage data requests at the campus to which they are assigned.

The position requires a wide range of abilities in collecting, analyzing, interpreting, and reporting data to support administrative decision making and strategic planning.

**Supervisory and Other Relationships**

The Campus Research Specialist works under the direction of a CT State Senior Director of Institutional Research as designated by the CT State Associate Vice President of Institutional Effectiveness and Planning. Senior Directors will coordinate with the Associate Vice President of Institutional Effectiveness and Planning to assign work to the Campus Research Specialist and manage the Campus Research Specialist's workload. The Specialist will also maintain a close service relationship with the Campus Chief Executive Officer and other administrators of the single campus to which they are assigned.

The position is required to have extensive cooperative and collaborative relationships with their colleagues and have extensive relationships with students, faculty, and members of the public.

**Examples of Duties:**

The Campus Research Specialist is accountable, alone or working with teammates, for reporting on and analyzing data and information about CT State, its programs, and its students (past, present, and future) for internal use and for external agencies. This work may include, but not be limited to, the following primary duties:

- Collecting data from various offices on campus as well as from peer institutions for a variety of internal and external uses;
- Assisting with collecting, analyzing, and reporting of student information system (i.e., Banner) data and other information sources using spreadsheet and database query software;
- Assisting with analytic studies on students, faculty, staff, academic programs, and campus resources at the request of CT State administrators and academic units;
- Assisting with statistical analysis of data to support the Office of Institutional Effectiveness and Planning.
- Assisting with development and maintenance of web pages to support the Office of Institutional Effectiveness and Planning;
- Organizing and presenting research-based information and data effectively and in narrative, tabular, graphical and oral modes in response to standardized requests for information from internal and external sources;

In addition to the duties listed above the Campus Research Specialist is also responsible for managing and resolving ad hoc requests for information from their campus CEO or other campus constituencies. This work may involve the following additional accountabilities:

- Determining the source and nature of requested information;

- Receiving and delivering requests in a professional and service-oriented manner;
- Assisting with leveraging institution-specific data and history to provide snapshots of local campus data.

### **Professional Participation and Development**

In addition to the accountabilities listed above, the incumbent is required to carry out the essential duties of:

- Attendance and participation at convocation, commencement and honors ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at, committee, staff, informational and professional meetings.

The position is required, serve in some capacity on a committee charged with CT State data governance, and assist with research for accreditation, assessment or program review as needed.

The incumbent is required to maintain currency in the position's required fields of professional expertise and competencies.

### **Qualifications**

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.). Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

- Demonstrable evidence of strong research and analytical skills
- Knowledge of and experience with research design, statistical techniques, and use of current information technology, including educational resource and planning software (e.g. Banner) and statistical analysis tools (e.g. SPSS, Stata, and/or R).
- Knowledge of research methodology
- Thorough familiarity with techniques for constructing, maintaining, and manipulating computerized databases.

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Bachelor's degree and 2-5 years of experience in institutional research or a related field; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

### **Work Environment**

Incumbents will typically perform their work in offices on the premises of their assigned campus. The work involves extensive use of computers, but does not normally involve any significant physical effort. Reasonable accommodation will be made for incumbents and candidates with physical limitations. Incumbents may be expected to travel between campuses and to the administrative offices to attend meetings, collaborate on projects, and provide general support to campuses.