

RESEARCH ASSISTANT

The district-wide eligibility list, which is valid for at least one year, will be used to fill both full-time and part-time positions in this classification. The current vacancy is at District Office - North.

- Definition:** Under direction performs research, analysis, and assists in drafting and editing proposals for external funding.
- Compensation:** Starts at \$4251.50 per month. (Salary and benefits pending labor union negotiations.) Full-time permanent positions provide an attractive benefit package which includes health, dental and vision coverage for the employee and eligible dependents, as well as life insurance and disability coverage for employees. Part-time positions are paid hourly, starting at \$24.53 per hour with no benefits, except sick leave and vacation.
- Experience:** Experience in grant research, writing, and project development as a research analyst/assistant or administrative assistant.
- Education:** Bachelor's degree
- License/Certificates:** A valid driver's license is required.
- 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.
- Required Knowledge, Skills 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. Skill to accurately type at a sufficient speed to maintain work flow. 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.
- Selection Process:** The selection process will include screening to ensure applications are complete and meet all minimum qualifications. Qualified applicants will be invited to take a performance exam (30% weight). Of those achieving a passing score on this exam, only the 30 highest scoring candidates, plus ties, will be invited to a written or online test of knowledge and abilities (35% weight). Of those achieving a passing score on the performance exam, only the 15 highest scoring candidates, plus ties, from the combined test scores of both performance and written will be invited to the oral appraisal board interview (35% weight). Passing score is 75% out of 100% on each testing section.

TESTING IS TENTATIVELY SCHEDULED FOR THURSDAY, AUGUST 8, 2013

From: SCCCDC Postmaster
Sent: Tuesday, July 09, 2013 4:31 PM
Subject: Research Assistant Position [sent on behalf of Elba Gomez]

Notice: Do not use your "reply" button, do not attempt to "reply-to" this mailing.
(Your email will not be delivered to the intended party)
If you wish to respond, please enter the recipients address in the To: "box"
