



Job Title: Research Specialist

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 104
FLSA Status: Non-exempt
Remote Work Eligible: Yes

JOB SUMMARY

This position may focus on: assisting in the tracking and reporting on SPC's curriculum; working with student information and data; and/or collecting, tracking and reporting on College data as well as optimizing the use of technology within the educational area. Duties may include: tracking, reporting, reviewing, and analyzing institutional or curriculum related data; compiling, reviewing, and reporting on organizational data. Other Responsibilities may include: analyzing, tracking, verifying, and reporting on College data such as student, financial, personnel, and facilities. Duties may also include: analyzing, tracking, verifying, and reporting on College curriculum and advising related data.

DISTINGUISHING CHARACTERISTICS

Eligible to work remotely.

ESSENTIAL JOB FUNCTIONS

- Identifies and records data which is critical to the College; reviews data forms and reports; and initiates and completes reports based on compiled information.
- Extracts, manipulates, and processes data utilizing a variety of resources; performs basic and complex statistical computations and analyses, aligns analyses with the strategic objectives of the College; and provides advice on implications of results.
- Gathers and assembles a variety of data; prepares a variety of reports related to strategic planning; and prepares and submits reports addressing external reporting requirements.
- May administer surveys; assess accreditation support; design and maintain databases; prepare data; create reports; verify reports of others; and document processes.
- May review credentials to ensure compliance of requirements for accreditation purposes.
- Creates and follows a test plan to resolve system bugs.
- Investigates security breaches, how, what affected, and data to repair.
- May review process and information to ensure compliance with ADA.
- Interacts with staff outside the Department to provide information in response to inquiries about products and services; handles and resolve various problems or situations.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Associate degree; two (2) years of related work experience in data management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Research design principles and practices;
- Current issues in higher education;
- Assessment, evaluation, and measurement principles;
- Database management including use of Access;
- Development and use of spreadsheets including use of Excel;
- Data extraction and transformation;
- Advanced mathematical and statistical methods and principles; and
- Computers and related software applications.

Skills in:

- Designing research methods and evaluation models;
- Planning, creating, and maintaining databases;
- Formatting and generating reports;
- Working with a diverse set of users;
- Performing mathematical and statistical calculations;
- Extracting and transforming data and information;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned workers, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Focus on accuracy and details; and
- Multi-task.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	X

Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights and weekends.

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.