Employment Opportunity
Institutional Research Specialist
CL10-39 Title V Project
(categorically-funded assignment)

Apply by: 4:00 p.m., Tuesday, December 14, 2010

About the position: The currently advertised full-time assignment will provide office administrative assistance and assist in various research assignments for the Title V Project.

Examples of Duties: Under general supervision of the Director of the Title V Project in collaboration with the Dean of IT, Planning and Research or designee:

- Researches and compiles a variety of data related to research projects
- Summarizes such information and prepares reports
- Maintains records and files, particularly as required for programs and projects
- Uses various tools to collect data and information, including the Internet
- Uses word processing equipment and inputs or retrieves data and prepares reports using an on-line or personal computer system using statistical and data software programs
- Assists with or conducts pre-programmed surveys
- Provides information for faculty, staff, students and the public regarding college and department requirements, procedures, and regulations, which requires the use of judgment and initiative
- Reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage
- Monitors grant progress and assists with tracking grant funding allocations
- Receives and screens visitors and telephone calls and refers callers to appropriate persons, office or program
- Types or word processes drafts and a wide variety of finished documents, from stenographic notes, electronic dictation, brief instructions or materials
- Schedules and arranges for meetings
- May attend meetings and prepare minutes
- Maintains confidential data and reports
- Assists in the selection of support staff or student assistants
- May direct the work of assigned staff on a project or day-to-day basis
- Prepares and/or reviews for accuracy time cards and other documents
- Performs related duties as required and assigned

Minimum Qualifications: Equivalent to graduation from high school and three years of general office administrative and/or secretarial experience which includes data entry and report preparation.

Knowledge of:
- The functions and terminology related to the Title V Project
- Organization and function of an educational institution
- Basic research principles and practices used in an educational institution
- Contemporary literature search and information management techniques
- Office administrative and secretarial practices and procedures, including filing and business letter writing
- Basic budgetary principles and practices
- The operation of standard office equipment, including word processor, personal or on-line computer and appropriate software used for data entry, such as Excel, SPSS, Access, BrioQuery and/or Hyperion, SQL or similar programs
Knowledge of (continued):
- Correct English use, including spelling, grammar, punctuation and vocabulary
- Recordkeeping principles and practices
- Business mathematics

Skill in:
- Providing varied office administrative assistance
- Using initiative and judgment within established guidelines for data management
- Conducting basic institutional research studies
- Multi-tasking, organizing detailed work, setting priorities and meeting critical deadlines
- Composing correspondence from brief instructions
- Establishing and maintaining detailed and accurate records and files
- Effective oral and written communication skills
- Understanding and following oral and written directions
- Using statistical and data software programs, such as: SPSS, Access, BrioQuery and/or Hyperion, SQL
- Working effectively in an internet intensive, collaborative problem-solving work environment
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Typing or operating a keyboard with sufficient speed and accuracy to produce correspondence and reports
- Overseeing the work of student assistants as assigned

Desirable:
- Two years of college-level coursework in business or office administration
- Experience in an educational setting
- Experience training individuals or small groups

Salary: $2,969 to $3,273 per month to start, plus fringe benefits; seven step schedule to $3,979 per month plus employer-paid retirement contribution (PERS). Full-time categorically-funded assignment, 12 months per year; Monday through Friday, 8:00 a.m. to 5 p.m. Position scheduled to begin as soon as possible, pending categorical funding and Governing Board ratification.

How to Apply: Application forms may be obtained via the Human Resources web site: http://www.cabrillo.edu/services/hr/apps.html OR at the office location noted below.

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA 95003
Phone: (831) 479-6217
or FAX to: (831) 477-3545

*EACH APPLICANT MUST SUBMIT:

a) Completed and signed Cabrillo College classified employment application
b) Cover letter which states how the candidate specifically meets the qualifications of this position
c) Resume – job related
d) One to three recent letters of recommendation which address the candidate’s ability to perform the duties of this position
e) Criminal History Inquiry Supplemental to Application

APPLICANTS ARE ENCOURAGED TO SUBMIT:
- Documentation such as college transcripts in response to this position’s desirable qualifications of college level coursework

* If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.
Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

**Selection Procedure:**
Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted. Performance exam(s) may be administered.

**Application Deadline:** All application materials MUST be received in the Human Resources Department by: 4:00 p.m., Tuesday, December 14, 2010. *(Postmarks or e-mail transmittals are not accepted.)*

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.