SELECTION PROCEDURE
Following the closing date, applications will be reviewed to ensure accuracy and completeness, and to evaluate qualifications, etc. Candidates selected for further consideration will be limited to those applicants in the competitive group who best meet the qualifications for this position. Interviews will then be conducted by a selection committee for final selection and recommendation for employment.

For application/additional information:

Telephone: (562) 860-2451 x2284

Web Site: http://www.cerritos.edu

Human Resources Hours:
8:00 AM - 4:30 PM (Monday through Friday)
The Institutional Research and Planning (IRP) Office provides information and leadership to improve student learning and to increase institutional effectiveness for all constituents of the college. The office manages the integration of research into the college planning processes by institutionalizing the concept of data based decision-making through the practice of training, evaluation, accountability, and outcome assessment. The ultimate goal of the IRP Office is to foster a culture of evidence-based decision-making on campus.

The IRP Office engages in multiple activities. Office staff develops and publishes reports on institutional data and maintains a research website with institutional data and resources for faculty and staff. Office staff trains campus members in planning, research methods, self-evaluation, and data interpretation. Further, the office monitors legislative and educational trends and assesses their impact on the college. The office serves as a primary contact with state and federal agencies for accountability and reporting. Office staff offers expertise in research design, survey methodology, and interpretation of data. Further, office staff develops and conducts program evaluations.

Under the supervision of the Director of Research and Planning, the Research Analyst will participate in internal evaluation meetings for the STEM grant, perform quantitative and qualitative research studies, and provide research reports. Other duties include data analysis and reporting and responding to standard and ad hoc requests for institutional information.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

A description of duties and responsibilities for classified positions can be found on the Human Resources page of the college website at www.cerritos.edu/hr/salary schedules and job descriptions.

**EMPLOYMENT STANDARDS**

Education and Experience - The position requires a Master’s Degree in a social, behavioral, educational or interdisciplinary field, plus one year of experience in instructional design, assessment, or institutional research. Alternatively the position may require a Bachelor’s degree in the same areas plus 5 years of progressive experience in research and decision support.

**SALARY/FRINGE BENEFITS**

- Grade 48 on District Salary Schedule ($29.31 - $35.33 per hour)
- Participation in Social Security.

**CONDITIONS OF EMPLOYMENT**

- This is a part-time 19 hours per week 10 month classified position, not to exceed 832 hours/year.
- Initial placement of employees on District Classified Salary Schedule is at Step 1. After six months of successful job performance employee is placed on Step 2.
- Probationary employment period is six months. This position is fully categorically funded and continued employment is contingent on continued funding.

**APPLICATION PROCEDURE**

Interested applicants must submit:

- Letter of application indicating how you meet each of the required qualifications for this position.
- Completed District application form.
- Résumé of educational background and experience.
- Copies of all transcript(s) (need not be official) verifying all educational degree(s) and/or coursework required for the position.
- Letter(s) of recommendation addressing recent pertinent experience.

**APPLICATION DEADLINE**

This position is open until filled, but the priority date for an application to be considered in the initial selection committee review is **4:30 PM on SEPTEMBER 21, 2012**. The position may close for consideration of applications on the above priority date or any time thereafter, and interested persons are encouraged to submit their applications and supporting materials so that they are received no later than **4:30 PM on SEPTEMBER 21, 2012**. It is the applicant’s responsibility to ensure that all application materials are received. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at least 72 hours prior to the priority closing date or the date(s) of interview.