
Hourly Employment Position Announcement



Job Description: This position will work with the Project Managers for three different TAA grants and the Executive Director of Planning, Research and Institutional Research to build basic data and reporting infrastructure for continuous improvement. The position will also work with instructional department chairs and deans to review data requirements and research design. The databases and spreadsheets will support student outcome research and project compliance reporting requirements for these three grants. It will meet both short-term grant reporting requirements and long-term needs for assessment and improvement of instruction and services provided to students. This is a grant-funded, short-term, part-time position starting the date of hire and ends September 30, 2017.

Job Duties/Requirements: Participates in the development, implementation, and evaluation of research design and data infrastructure for assessment of curriculum change and student outcomes. Acquires, manipulates, develops, and maintains longitudinal data sets, verifying accuracy and consistency over time, in the context of evolving requirements regarding reporting student outcomes for three different TAA grants. Formulates and prepares institutional responses to external queries and requests for institutional data and statistics on a wide range of issues. Formulates and prepares institutional responses to external queries and requests for institutional data and statistics on a wide range of issues.

Minimum Qualifications:

- Bachelor's degree in social or behavioral science, computer science, or at least 2 years of experience that is directly related to the duties and responsibilities specified.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Broad knowledge of applications such as Access, or other PC database programs; Excel, or other PC spreadsheet programs.
- Ability to develop and follow research methodology and protocol.
- Knowledge of the Internet, and ability to develop website documents.
- Ability to apply statistical principles and processes to meet a range of information requirements.
- Strong planning, organizational, and critical thinking skills and the ability to recognize and understand the implications of information and its dissemination.

Preferred Qualifications:

- Master's degree in social or behavioral science or computer science, or at least 3 years of experience that is directly related to the duties and responsibilities specified.
- Knowledge of Stata, SPSS programming and/or other software used to manipulate, summarize, and produce reports from multiple, large, complex data sets.
- Broad knowledge of applications such as Word or other PC word-processing programs; and PowerPoint, Presentation or other PC graphics programs.

Please contact Michele McCall at 303.914.6300 with any questions regarding student employment.

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- Ability to plan, create, program, and manage statistical computer databases across multiple hardware and operating system platforms/environments.
- Ability to identify and resolve data problems, ensuring data integrity, accuracy, and consistency.
- Knowledge of large-scale data systems, definitions, and procedures.
- Knowledge of developmental education in two-year colleges.

Job Payment Information:

Wage: \$26.00/hour

Paid: Bi-weekly (Fridays)

Note: This is a part-time, non-benefits eligible position

How to Apply:

Please send cover letter, résumé, and application to Pamela Packer, Grant Project Manager, pamela.packer@rrcc.edu, by January, 16, 2015. (Applications are available online and within Human Resources). This position will be open until filled.

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, gender, sexual orientation, gender expression, religion, age, national origin, or ancestry, or any other category protected by applicable law.

The College has designated the Human Resources Director as its Equal Opportunity Employment Officer and Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. Report all concerns or complaints relating to discrimination or harassment to the Title IX/EO Coordinator(s): Bill Dial, Director of Human Resources/Title IX Administrator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303.914.6298. bill.dial@rrcc.edu.