

**NAUGATUCK VALLEY COMMUNITY COLLEGE
RESEARCH SPECIALIST
(Community College Professional 17)
12 Month Tenure Track Position**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Naugatuck Valley Community College

Minimum Salary: \$58,035 approximate annual (subject to collective bargaining increase), plus excellent medical insurance, retirement and related fringe benefits.

Closing Date: February 29, 2016

Anticipated Starting Date: Spring 2016

MINIMUM QUALIFICATIONS:

Bachelor's degree in Statistics, Mathematics, Social Sciences or an appropriately related field. Two years of related experience, including experience with IPEDS reporting and surveys. Knowledge of and experience with research design and methodologies, statistical techniques, and use of current information technology such as BANNER, SPSS, Access and Excel preferred. Expertise in web page design and maintenance desirable. Excellent interpersonal skills.

Applicants who do not meet the minimum qualifications noted above may be considered for this position by stating in writing precisely how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

RESPONSIBILITIES:

The position requires a wide range of abilities in collecting, analyzing, interpreting, and reporting data to support administrative decision making and strategic planning. Under the direction of the Director of Institutional Research, the Research Specialist assists in the preparation of reports for internal use and external agencies; peer comparison studies and college performance measures. As a member of the Office of Institutional Research team, he/she develops and maintains computerized databases, coordinates internal office activities and manages web site and communication systems.

The Research Specialist will have contact with faculty, staff, students, and members of the public and must be able to work independently as well within the team environment

Application Instructions:

For complete application instructions, please go to the Naugatuck Valley Community College website at <http://www.nv.edu/Offices-Departments/Administration/Human-Resources/Employment/ArtMID/5049/ArticleID/2438/Research-Specialist>

ALL EMPLOYMENT, IF OFFERED, IS CONTINGENT UPON PROOF OF CITIZENSHIP OR EMPLOYABILITY UNDER THE REQUIREMENT OF THE IMMIGRATION REFORM AND CONTROL ACT (IRCA).

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Continuing Notice of Nondiscrimination: Naugatuck Valley Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The following individual has been designated to handle nondiscrimination policies regarding disability policies: Robert Divjak, Director of Facilities/Section 504/ADA Coordinator, Room C216, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8235. The following individual has been designated to handle nondiscrimination policies regarding sex discrimination as well as other forms of prohibited discrimination: Jacquie Swanson, Associate Director of Human Resources/Title IX Coordinator, Room K704, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8043.

All necessary qualifications and application instructions are listed above. Any inquiries should be directed to the Department of Human Resources.