

- POSITION:** **RESEARCH ANALYST**  
Community College Professional 17  
12-Month, Tenure-Track Position
- ANTICIPATED START DATE:** Fall 2014
- MINIMUM QUALIFICATIONS:** Bachelor's degree with a background and/or training in statistical analysis research and two years of experience in an administrative setting.  
The successful candidate must demonstrate success in the following areas:
- research, report writing, survey instruments, data collection, preparation of surveys and questionnaires;
  - interpreting statistical data to make meaningful decisions;
  - developing and maintaining effective relationships;
  - effectively communicating in writing and verbally;
  - writing and editing statistical reports;
  - working within and meeting required guidelines/deadlines with a variety of individuals and on multiple assignments; and
  - using of Microsoft Office Word, Access and Excel, and statistical software packages.
- Applicants who do not meet the minimum qualification as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references.
- PREFERRED QUALIFICATIONS:** Demonstrated proficiency in BANNER and SPSS software.
- RESPONSIBILITIES:** Under the supervision of the Director of Institutional Research, the Research Analyst develops, coordinates, implements, and evaluates a variety of research activities congruent with the mission and needs of the College. May supervise support staff, including part- and full-time employees, and other staff as assigned. This employee is required to participate in college meetings; commencement and convocation activities as well as special College meetings. Work schedule may include evenings and/or weekends.
- STARTING SALARY:** \$56,345.00 approximate annual salary, with full benefits package.
- TO APPLY:** Submit a **letter of interest, current resume** and **completed (typed) ConnSCU Board of Regents Employment Application\*** to:
- Human Resources Department  
Research Analyst Search  
Housatonic Community College  
900 Lafayette Boulevard  
Bridgeport, CT 06604, or
- NO FAXES PLEASE**
- E-mail: ho-humanresources@hcc.commnet.edu (**8 PAGES OR LESS**)
- APPLICATION DEADLINE:** Application materials must be **RECEIVED** on or before **August 16, 2014**.

**INCOMPLETE APPLICATION MATERIALS WILL NOT BE ACCEPTED.**

\*Available online at [http://www.hcc.commnet.edu/HR/apps/State\\_App\\_UnclassEEO-2012.docx](http://www.hcc.commnet.edu/HR/apps/State_App_UnclassEEO-2012.docx).

(Employment application must be completed in its entirety; references to resume or CV are not acceptable. Application materials with the incorrect application will not be accepted.)

Housatonic Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Theresa Eisenbach, Equal Employment Opportunity Officer  
900 Lafayette Boulevard  
Bridgeport, CT 06604  
(203) 332-5013