SHORT-TERM TEMPORARY HOURLY POSITION

Location: Center of Excellence for Labor Market Research (located in Chino)

Start Date: ASAP

Rate: $25.00/hour

Working Hours: Hours will vary between 7:30 a.m. – 4:30 p.m., Monday through Friday; approximately 20 hours per week.

DUTIES MAY INCLUDE

• Assist Center of Excellence directors in data compilation, cleaning, and reporting on multiple research and data projects;
• Access labor market databases available through subscription services at the Center of Excellence to obtain data as requested;
• Assist Workforce Research Analyst with data analysis on research projects;
• Assist with literature research, reviews, and maintenance of current research literature;
• Collect and input a variety of labor market and workforce data, including survey data using publishing software or online tools;
• Maintain accurate and confidential data files in both hard copy and electronic form;
• Prepare tables, charts, and graphs in Excel, Word and PowerPoint; assist with writing drafts of material and data for presentations and/or publications;
• Assist with interpreting, synthesizing, and analyzing data using statistical techniques;
• Work with survey instruments;
• Report on status of research activities;
• Perform related duties as assigned.

• Experience with desktop publishing; good knowledge of Excel and familiarity with Southern California industries and/or labor markets are preferred.

APPLICATION PROCESS

Applicants must complete a District Employment Application and include a resume outlining qualifications and/or experience. This position is open until filled.

Applications must be submitted to the Office of Human Resources located at 5885 Haven Avenue, Rancho Cucamonga, CA 91737.

Chaffey College is committed to equal employment opportunity
www.chaffey.edu