This is a grant-funded, professional expert position subject to annual renewal for the duration of the grant. The grant is located at the Chino Education Center and is currently funded through June 30, 2017.

POSITION DESCRIPTION
Under the direction of the Inland Empire/Desert and San Diego-Imperial Centers of Excellence (COE), the Labor Market Research Manager will coordinate and manage research projects for two COE Directors. Responsibilities of this position include: providing advanced research for regional and statewide studies; utilizing data and research tools including geospatial software, labor market data sources, statistical software, online survey services and other; responding to data requests from the regional community colleges and other stakeholders.

RESPONSIBILITIES
Duties include, but are not limited to the following:
• Assumes responsibility for and ensures the completion of assigned COE research projects: from the development of the methodology to the publication of the final products; such as reports, research briefs, or presentations.
• Analyzes a wide variety of proprietary, public, and private labor market data using statistical tools, geospatial software, and quantitative and qualitative research methodologies.
• Conducts literature review and provides analytical writing for the COE research reports and other publications.
• Develops appealing and accurate visualizations of research findings.
• Provides project management services to the COE Directors on research projects. Helps plan tasks, track progress, and complete each of the assigned projects.
• Coordinates marketing for the COE initiative, including but not limited to: maintaining COE website, managing COE presence on social media websites and updating marketing materials.
• Presents LMI data and research at community college events in the Inland Empire/Desert and San Diego-Imperial regions when COE Directors are not available.
• Validates research data with appropriate industry representatives and focus groups.
• Assists COE Directors in managing and reviewing the work of research support staff and outside vendors as it relates to assigned projects.
• Guides work of the geographic information systems (GIS) support staff in developing analytical GIS maps of labor markets, area demographics and/or student demographics.
• Performs other related duties as assigned.

MINIMUM QUALIFICATIONS
Education and Experience:
• A bachelor’s degree in social sciences, economics, business administration or related field.
• Minimum of two-years of full-time work experience in social science or educational research, specifically, with compiling, analyzing and filtering data, translating the data to answer research questions and developing research reports.
Knowledge:
• Considerable knowledge in utilizing statistical tools, research methodologies, analysis and report writing, project management and fiscal reporting methods as used in California government agencies, schools, or colleges.
• A high level of proficiency in computer software applications, such as spreadsheets, databases, and presentation software.
Abilities:
• Solve problems, take initiative, and work independently with little direction.
• Manage major projects breaking them down into task definitions, task assignments, task completion measures, milestones, completion timelines, resource allocation, and follow-up schedules.
• Prepare written reports and oral presentations.
• Interpret and visualize data.
• Communicate effectively both orally and in writing.
• Develop and maintain cooperative relationships with local and regional employers, agencies and governmental entities.
• Supervise, train, and evaluate staff.

MEETING MINIMUM QUALIFICATIONS DOES NOT ASSURE THE CANDIDATE OF AN INTERVIEW. Applications will be evaluated taking into account the breadth and depth of relevant education, experience, skills, knowledge and abilities.
DESIRED QUALIFICATIONS
• Master’s degree in social sciences, economics or business administration with specific course completion in statistical analysis and professional writing.
• Knowledge of the California Community College System.
• Knowledge of labor market data and analysis.
• Knowledge of visualization principles and techniques. Basic knowledge of Prezi.
• Expertise in computer software applications relating to data analysis and report generation. High proficiency in Excel.
• Familiarity of Riverside, San Bernardino, San Diego, and Imperial Counties.

SPECIAL CONDITIONS
• Working hours: Monday through Friday: 8:00am – 5:00pm. Willingness to work flexible hours, including evenings and weekends.
• Possess and maintain a valid and clear California Driver’s License and provide own transportation for travel to off-site meetings and conferences. Requirement of California Driver’s License may be waived provided that employee can demonstrate alternate means of transportation acceptable to the District to and from meetings.

APPLICATION PROCESS
Chaffey College recently implemented an online electronic application system. Our new application can be accessed at https://chaffey.csod.com/ats/careersite/search.aspx?site=2&c=chaffey. The application must be filled out completely and in detail. The application package must include a completed Online District Employment Application, completely filled out in detail and clearly show that you meet the minimum qualifications as set forth in the announcement, and you must upload the following documents:

• Cover Letter
• Resume
• Copy of college level transcripts (photocopies or computer printouts are acceptable. Copies of diplomas/degrees are NOT acceptable in lieu of transcripts. Official sealed transcripts will be required upon hire.)

Please do not include any additional documents; only the documents that are indicated above. If you upload documents that are not required, your application may be disqualified.

CONDITIONS OF EMPLOYMENT
This is a full-time, 12-month, professional expert position. Continued employment is contingent upon funding and approval of the Chaffey College Governing Board. The annual salary is $76,800. Excellent benefits include: health care, dental program, and vision services for employees and eligible dependents; and retirement coverage through the Public Employees Retirement System (PERS).

Chaffey Community College District is committed to equal employment opportunity.