

CLASSIFIED POSITION REQUEST

Position Title: Research Specialist

Dept/Program: Office of Institutional Research

Submitted by: Rosaleen Ryan

PT/FTE: Full time

New or Replacement: Replacement

Salary/Benefit Costs: Level 4, Step A -- \$32,400 (salary) + 8,870 (benefits) + \$21,899 (H&W)

Total Costs: \$63,169

Funding Source: 100% General Fund (already included in department budget)

Are there Salary Savings: Yes – last incumbent was at Step C; a replacement will begin at Step A.

Description of duties and responsibilities: Collect and display data; create and manage databases; prepare documents that include graphs and charts; provide general clerical support to department.

Special Considerations: This is a much needed position.

Does Position act as an entry point for the college? Should it be bilingual?

This is not an entry point for the college. Bilingual skills are not required.

What would happen if this position weren't approved? The Office of Institutional Research would not be able to meet many of the institutional needs for research and data.