



## Associate, Academic and Institutional Studies II

*Class Code 5783*

*Date Established 10-05-62*

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*Occupation Index Reference H-2*

### **DEFINITION:**

Under general supervision, the Associate, Academic and Institutional Studies II undertakes administrative studies of considerable scope and complexity.

### **DISTINGUISHING CHARACTERISTICS:**

At this level an incumbent pursues projects which are broad in scope because of many inter-related issues. Study plans are discussed in some detail and the outline of the study is approved in advance. Periodic checks are made as to the general progress of the study and the final product is reviewed in some detail. Long-range and continuing studies are reported on periodically and changes in direction or focus, as required by changing circumstances, are cleared with the supervisor. Incumbents are responsible for recognizing side issues or related problems for further inquiry and for recommending lines of approach to incorporate them into the main study or to pursue them through a separate project.

### **Examples of Typical Activities:**

Based on needs identified personally or by the supervisor, incumbents of positions in this class perform preliminary planning of method of approach, develop questionnaires and other fact-finding tools, make visits to campuses for interviews or on-site study of activities, prepare analyses of findings, and develop recommendations for future plans or actions. The areas of study cover enrollment projections, utilization of facilities, staff formulae, unit costs, student characteristics, faculty characteristics, curriculum studies, graduate programs, systems development, administrative procedures, data processing, operational effectiveness, admission and retention of students, extension and summer session programs, educational television, etc.

The incumbents of positions in this class are responsible for initiating and carrying on contacts with others in State agencies, other public jurisdictions, private companies, and other academic institutions for information gathering, exchange of ideas, or coordination of findings and recommendations. Develop working relations with campus staff as well as others in the Office of the Chancellor to coordinate projects with other studies and activities. Prepare draft reports or manuals of instruction or procedures, participate with the supervisor in the negotiations necessary to clear the drafts, and are responsible for the final product. Provide information, assistance, and leadership to the campuses and serve on committees in connection with his study or area of expertise.

## **MINIMUM QUALIFICATIONS:**

### **Knowledges and Abilities:**

General knowledge of administrative survey principles and techniques and skill in their application; general knowledge of principles of organization and management; thorough knowledge of the subject area of the assignment; working knowledge of statistical methods.

Ability to relate the overall objectives and policies of the Trustees, the Office of the Chancellor and the administration and faculties of the campus to analytical and research studies; ability to see the interrelationships within and among the various educational, administrative and fiscal programs on the campuses; sensitivity to the special needs of various campuses because of different size, location, characteristics and circumstances; ability to approach problems objectively; ability to present findings and recommendations clearly and diplomatically and to reconcile, to the extent possible, various divergent points of view; ability to utilize complex statistical and other types of research methods; ability to draw conclusions and develop recommendations, to prepare written reports, and to develop and level contacts including the leading of meetings and negotiations.

and

### **Experience:**

Four years of progressively responsible administrative, technical, or professional analytical experience which demonstrates ability to conduct substantive surveys and studies of problems and issues in assigned areas.

or

The rank of Associate Professor or higher in a four-year college or university and demonstrated experience in research or special study work may be substituted for the four years of experience.

and

### **Education:**

Equivalent to graduation from a four-year college or university.