



Associate, Academic and Institutional Studies I

Class Code 5784

Date Established 10-05-62

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Occupation Index Reference H-2

DEFINITION:

Under general supervision, the Associate, Academic and Institutional Studies I is responsible for segments of broad gauge and complex administrative studies under the supervision of a higher level specialist or researcher, or pursues studies of average scope and complexity which primarily require investigation and analysis to supplement what is already known.

DISTINGUISHING CHARACTERISTICS:

Although the typical activities are similar to those performed by the Associate, Academic and Institutional Studies II, this level is distinguished from the higher level by the greater degree of supervision which is exercised over the work, and the more limited complexity or scope of projects assigned. For example, there is less ingenuity required, there is less responsibility for carrying through on the clearance of the product, and the assigned project itself is narrower in scope and has fewer unknowns. Incumbents of positions in this class develop project plans and approach along with the individuals assigned total responsibility for the project or program. Frequent checks are made as to the general progress of the study, problems encountered during the course of the work are discussed with the supervisor, and the final product is reviewed with considerable care.

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, staffing 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.

At this level, incumbents pursue projects which are broad in scope because of many inter-related issues. Are responsible for initiating and carrying on contacts with others in State agencies, other 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 campus and serve on committees in connection with his study or area of expertise.

MINIMUM QUALIFICATIONS:

Knowledges and Abilities:

Working knowledge of administrative survey principles and techniques and skill in their application; general knowledge of principles of organization, administration and management; working knowledge of statistical methods.

Ability to analyze administrative problems and to make appropriate recommendations; ability to speak and write effectively; ability to establish and maintain cooperative working relationships with a variety of academic and community resources.

and

Experience:

Three years of progressively responsible administrative or professional experience which is applicable to the functional area in which the studies are to be conducted or which has demonstrated the ability to perform, or the potential to rapidly learn and apply complex survey techniques and analytical reporting.

or

The rank of Assistant Professor or higher in a four-year college or university; or the rank of Instructor for at least two years in a recognized college or university, and demonstrated experience in research or special study work may be substituted for the three years of experience.

and

Education:

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