



Date of posting: April 25, 2022

**Office of Planning, Research & Institutional Effectiveness is Hiring a Student Assistant**

**Duration of Employment:** June 1 – August 31, 2022 (pending student's availability)

**Hourly Rate:** \$19/hour (approximately)

**Hours per Week:** 8-12 hours per week, pending availability

**Duties:**

Assist Planning, Research & Institutional Effectiveness (PRIE) Office staff in a variety of data analysis and synthesis projects, including:

- Assist in the analysis of the results of the Community College Survey of Student Engagement (CCSSE) conducted at Cañada this spring. Using SPSS or other statistical software, analyze survey data and prepare the results for presentation to the campus community.
- Assist in the analysis of the Career Technical Education Outcomes Survey (CTEOS) conducted last year. Five years of this survey data is available. Using SPSS or other statistical software, analyze up to five years of survey results to generate an understanding of college trends and Cañada CTE student outcomes.
- Other tasks as assigned

**Eligibility:** All persons who are employed in the Student Assistant pay category must be students of the San Mateo County Community College District. While employed in this category, **students must be enrolled, at the District, in and maintain a minimum of six (6) units during the fall and spring semesters, and a minimum of three (3) units during summer session.** For students receiving Federal Work Study, the six (6) unit enrollment requirements do not apply. Federal Work Study students may be enrolled less than half time in accordance with the U. S. Department of Education Financial Aid regulations.

**Maximum Work Hours:** Student Assistants may work up to a maximum of twenty (20) hours per week district-wide while classes or finals are in session.

**To Apply:** Please [send an email to Dean Karen Engel](#) expressing your interest and providing information on any relevant experience or other qualifications you have for this position. Data analysis experience a plus. If you have a resume, please attach it to the email. Applications due by May 10, 2022.

**Contact:** Dr. Karen Engel, Dean of Planning, Research & Institutional Effectiveness  
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