

Columbia College
Yosemite Community College District
Director of
Research and Planning, Columbia College
2006-07

About Columbia College and the Position

Columbia College seeks an energetic, committed, and visionary individual for the Director of Research and Planning to develop and lead the college's research and planning initiatives. Under the general direction of the College President, the Director of Research and Planning directs, plans, coordinates, and participates in activities related to institutional planning, research, and evaluation that support the mission and purposes of Columbia College. Working in a small rural college environment, the Director of Research and Planning will be actively involved in a broad scope of collaborative campus activities that support the institution and its mission of student success.

Columbia College

Part of the Yosemite Community College District (YCCD), Columbia College is a small rural community college located in the foothills of the picturesque Sierra Nevada. Situated on 280 acres of forestland, the college is often described as one of the state's most beautiful college campuses. In addition to the main campus, the college maintains off campus sites in Oakdale, East Sonora, and Angels Camp. Please visit our college website: www.gocolumbia.edu

Representative Duties:

Research

- Directs the institutional research office and the reporting of information about Columbia College.
- Conducts institutional research for both instructional and non-instruction programs and services. Provides analysis, interpretation and recommendations for evidence-based decision-making, planning, and institutional effectiveness as a result of research findings.
- Performs applied research, program evaluations, and community need assessments, including activities related to the analysis of state-mandated programs and student testing.
- Collects, analyzes, and reports information related to academic activities, curriculum, student learning outcomes, matriculation, assessment, transfer and career planning, institutional planning, college procedures and processes, and fiscal management.
- Directs and coordinates institutional research information exchanges with other institutions. Responds to requests for surveys, data, and information received from outside organizations, including state and federal agencies.
- Serves as the college resource for comprehensive information regarding environmental scanning of the local, state, and national trends likely to impact the college.
- Works collaboratively with college faculty and staff to design and conduct research to improve institutional effectiveness and to disseminate the results.

- Directs or performs studies required for accreditation of the college and individual programs.
- Develops data marts using information from the college enterprise resource planning application (Datatel) in decision-making, research, planning, development, institutional effectiveness, and accountability.
- Operates computer equipment and uses software programs, including appropriate statistical applications (e.g., SAS or SPSS), reporting tools in a Datatel, or similar RP system on an Oracle database, and general desktop applications such as MS Access, Excel.

Planning

- Directs and coordinates the college's planning activities including the comprehensive college educational master planning process, and other college planning processes.
- Maintains the college's planning calendar and activities.
- Ensures integration of research outcomes and knowledge management systems in planning and decision-making.
- Supports and organizes program review efforts.
- Conducts and updates college environmental scanning and planning assumptions.

General

- Chairs, or serves as a member of college and district-wide committees and participates in professional organizations as appropriate to assignment. Prepares and delivers oral presentations.
- Administers budgets within the research and planning office. Exhibits fiscal responsibility in the development and managements of budgets; monitors spending and approves expenditures according to annual spending plans.
- Participates as an active member of the college's Leadership Team. Serves as campus evening and weekend supervisor on a rotational basis with other administrative personnel.
- Establishes and maintains cooperative working relationships with those contacted in the performance of duties. Works collaboratively with and serve as the liaison to the YCCD and Modesto Junior College (MJC) Research and Planning staff. Serves as the Columbia College representative on district-wide research and planning committees and activities.
- Performs other related duties as assigned.

Minimum Qualifications:

Knowledge Of:

- Research design, scientific sampling, statistical analysis and ability to interpret data, create information, and make recommendations.
- Planning, organization, and direction of research/evaluation and planning in a higher education environment.
- Program review and the evaluation of policy and practices in applied settings.
- Data collection information systems and statistical software; computerized and manual data collection, management, manipulation, and distribution requirements for analysis and reporting functions.

- Advanced principles, practices, procedures, theories, models and techniques involved in the research, collection, analysis, interpretation, and reporting of statistical data.
- Applicable laws, codes, regulation, policies, and procedures.

Ability To:

- Direct and maintain an ongoing institutional research program and a comprehensive planning system at an advanced and current level for a higher education institution.
- Work in a multi-project, fast-paced environment and meet concurrent deadlines.
- Use good judgment in recognizing the scope of authority as delegated and analyze situations and make decisions on procedural matters without immediate supervision.
- Understand and independently carry out complex oral and written instructions and to learn, interpret, and successfully apply office policies, procedures, rules, and regulations.
- Maintain the security and confidentiality of specified records and information.
- Clearly and effectively communicate both orally and in writing. Interpret and explain complex and/or technical information to lay audiences.
- Establish and maintain collaborative and cooperative working relationships with all segments of the college and its community.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethic backgrounds of community college staff and students.

Experience and Education:

- Earned Masters Degree from accredited institution in a research related field reasonably related to the assignment.
- Demonstrated professional experience in institutional research involving statistical research, review, analysis, interpretation, and reporting including work with institutional assessment, research, and planning functions preferably in areas related to education, government, or public policy.

Expected Professional Characteristics:

- Understanding of and commitment to shared governance.
- High degree of professionalism and integrity.
- Demonstrated commitment to community and campus activities.
- Supportive of the comprehensive community college mission.

Physical Effort/Work Environment:

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions:

- Persons performing service in this position classification will exert 10 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting a portion of the time, but will involve walking or standing for brief periods.

- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job. Work hours may include evenings and weekends as needed.

License: When driving a district vehicle, a valid California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be requested.

Salary Range:

Range 32 \$5,639 – \$6,854 per month

\$2,100 annual stipend for earned doctorate
2005-2006 Management Salary Schedule
12 months per year

This is a classified management position considered exempt for overtime purposes.

1. Except as contained herein, credit for prior non-management experience in the YCCD will be recognized on a ratio of one column for each three years of service with a maximum third column placement.
2. Year-for-year credit for prior out-of-district service will be provided to a maximum third column placement if the experience was accumulated in an administrative - management capacity.
3. Management experience in the YCCD will be credited on a year-for-year basis without limit.
4. Bargaining unit members promoting to a management position will be placed at the step of the applicable salary range that results in not less than a 5% salary increase, not to exceed Step E.

Closing Date: January 16, 2007

Selection Procedures:

Information and applications can be found at the YCCD website: www.yosemite.edu or picked up at the Columbia College President's and Business offices.

Application packets should be forwarded to:

Yosemite Community College District
Human Resources
P.O. Box 4065
2201 Blue Gum Avenue
Modesto, CA 95352

Note: Application packets may also be delivered to the Columbia College President or Business offices.

11600 Columbia College Drive
Sonora, CA 95370

And must be received no later than the closing date, January 16, 2007, at 5:00 PM.

The following should be included in the application packet:

1. A YCCD Administrative Application Form.
2. A personal letter of application.
3. Resume.
4. Unofficial transcripts-
5. Three current letters of reference (within the last year).

Applications will be reviewed by a screening committee, which will select candidates to be interviewed. After interviews, a recommendation will be forwarded to the President, Chancellor, and Board of Trustees.

Official offer of employment may be extended only by the Chancellor or Vice Chancellor, Human Resources.

Federal law requires that the district employ only U.S. citizens and aliens authorized to work in the United States. Written verification of employment eligibility is required.

A background investigation of new employees is required, including reference checks and a state criminal history report. The cost for the criminal history report will be the responsibility of the successful candidate.