Barstow Community College

Invites applications for the position of:

Director of Research Development And Planning

Open until filled
First paper screening: September 17, 2015

Barstow Community College
2700 Barstow Road
Barstow, California 92311

Phone: 760-252-2411 Ext 7232
Email: jobs@barstow.edu
www.barstow.edu/jobs

EQUAL OPPORTUNITY

The Barstow Community College District is an equal opportunity employer. The District encourages applications from all qualified individuals without regard to age, ancestry, color, religious creed, disability, marital status, medical condition, national origin, race, religion, sex, sexual orientation, Vietnam-era veteran status.

Barstow Community College

Enjoy excellent working conditions in an extraordinarily dynamic region. Small-town living with proximity to beaches, mountains, and desert. Enjoy conveniences of close-by cities like Las Vegas and Los Angeles while living in a small city of 23,000. Be on the cusp of innovation and join a college with more than $35 M in campus improvements underway.

Barstow Community College is a fully accredited two-year California community college. The single-campus district is located in the Inland Empire area of San Bernardino County. The College was established in 1959 and moved to its permanent facilities in 1964.

Barstow Community College offers on campus and off campus classes enhanced with instructional television and on-line courses available in general education and technical areas.

Barstow Community College District
ASSIGNMENT

Reporting to an appropriate educational administrator, the Director of Research, Development, and Planning is responsible for providing leadership and vision for all activities related to institutional planning within the District. The Director is responsible for disseminating analytical data related to academic, student, and administrative programs; providing technical and analytical support for institutional assessment; planning and decision making activities; and designing, maintaining, and manipulating databases and information systems for research, planning, and institutional accountability.

REPRESENTATIVE DUTIES

- Conduct or coordinate the appropriate quantitative and qualitative research design and statistical techniques to collect, prepare, and maintain data in the preparation of periodic reports related to enrollment management, matriculation, assessment, evaluation, curriculum, student outcomes, student and staff demographics, and other related measures.
- Provide direction in the design and implementation of studies related to the development and feasibility of new facilities, academic programs, and other programs and services related to student success, as well as institutional effectiveness.
- Assist the appropriate educational administrator in the oversight and direction in the institutional effectiveness function, establishing priorities for shared governance projects, monitoring progress and reviews end products to ensure that reports and information are delivered in a timely manner.
- Develop, analyze, and refine District-wide standardized enrollment reporting for enrollment management, course scheduling, FTES targets, and enrollment trends by incorporating multiple complex report elements.

See job description for a complete listing of duties and responsibilities.

EDUCATION AND EXPERIENCE

Bachelor’s degree from an accredited college or university with a minimum of 3 years of institutional research or related experience.

Extensive experience in public contact with individuals, small and large groups; demonstrated sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff, and the public; complex data comparison, analysis and synthesis; attention to detail; persuasive communication; negotiations; multi-tasking; flexibility; adaptability; tact and patience.

WORKING ENVIRONMENT

Environment: Office environment is subject to interruptions.

Physical Abilities: Aptitude for long periods of concentrated computer monitor work; Dexterity of hands and fingers to operate a computer terminal; hearing and speaking to exchange information and make presentations; sitting for extended periods of time.

DESIRABLE ATTRIBUTES AND SKILLS:

- Previous experience in higher education leadership that has included strategic planning and research leadership, coordination of planning and research functions, and demonstrable experience working in a shared decision-making environment.
- Experience writing and managing institutional grants.
- Familiarity and experience with staff development and training.
- Demonstrated knowledge and understanding of student learning, particularly as it relates to learning outcomes.
- Demonstrated skill in practical use of computer and instructional technology.
- Demonstrated skill in oral and written communications, including reporting and proposal development.
- Demonstrated ability to work effectively as part of a management team.

CONDITIONS OF EMPLOYMENT

A full-time, 12-month, management position. Indexed to placement on the Administrative and Management Salary Schedule at a Range 16. This position is subject to evening hours and weekends.

SALARY AND BENEFITS

$78,638-$105,382

Initial placement on the Management, and Confidential Schedule will be commensurate with education and experience. The District provides an excellent health and welfare package which includes medical, dental, vision, life insurance and income protection. Current employer contribution not to exceed $16,400 per year. Enrollment in the Public Employees Retirement System (PERS).

APPLICATION PROCEDURES

Interested applicants must submit:

- Letter of Application/Cover Letter to include, but not limited to, information on related knowledge and experience specified in the job description.
- Completed District Application for Academic or Administrative Positions
- Résumé
- Unofficial copy of transcripts from a regionally accredited institution of Higher Education verifying educational degrees (official transcripts required upon offer of employment).
- A list of at least 3 references with contact information.

Above materials are to be submitted to the:

Human Resources Office, Barstow College,
2700 Barstow Road, Barstow, CA  92311

Or Emailed to: jobs@barstow.edu

Visit www.barstow.edu for an application and job description.

You may contact Human Resources if you have any questions at (760) 252-2411 Ext. 7232 or Email jobs@barstow.edu.

All application materials will be evaluated by a qualified screening committee. Applications will be evaluated, taking into account the breadth and depth of relevant education, experience, skills, knowledge and abilities. A select group of candidates will be invited for an oral interview with the selection committee. Meeting the minimum qualifications does not assure the candidate an interview. Final interviews will be conducted by the District President and/or members of administration.

PLEASE NOTE: Incomplete applications will not be considered. Faxes will not be accepted. Resumes will not be accepted in lieu of a District application. Any application, resume or other materials submitted for employment at Barstow College will become the property of the District, and will not be returned to the applicant. The Barstow Community College District reserves the right to reopen, re-advertise or to delay the filling of any position.