



El Camino College

Director, Research and Planning



THE POSITION

Under the direction of the Vice President-Student Services, the Director of Research and Planning provides leadership, coordination, to the implementation of El Camino College’s planning process, institutional research initiatives, and institutional effectiveness activities. This position also supports the college’s accreditation process. The Director leads the District’s planning efforts for both its Comprehensive Educational Master Plan, Annual Planning, Program Review, and Strategic Vision. The Director also provides leadership for institutional research that enables the college to measure the institution’s effectiveness, equity, enrollment, campus climate, internal and external environments, and other metrics of the college’s effectiveness in achieving its mission.

ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is situated on a beautiful and spacious 126-acre campus near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

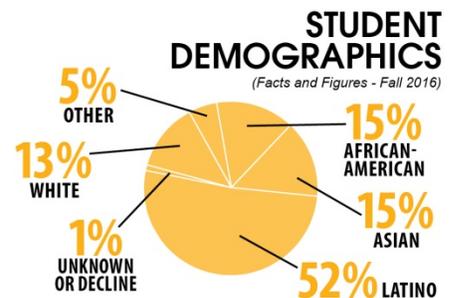
As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC’s commitment to educating its racially and socio-economically diverse student population including students with disabilities.

El Camino College provides many opportunities for students to succeed. Through the Honors Transfer Program, El Camino College transfers hundreds of students each year to four-year universities around the country. Top transfer institutions include UCLA, USC and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.

With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

MISSION STATEMENT

El Camino College makes a positive difference in people’s lives. We provide excellent comprehensive educational programs and services that promote student learning and success in collaboration with our diverse communities.



DIRECTOR, RESEARCH AND PLANNING

Division: Institutional Research and Planning Division

Posting Closing Date: December 10, 2018

Req: C1819-011

Location: El Camino College

Position Type: Classified Administrator

REPRESENTATIVE DUTIES

The duties of the Director, Research and Planning may include, but not be limited to, the following:

- Effectively provide leadership to El Camino College's integrated institutional planning processes.
- Leads, coordinates and implements, in cooperation with other staff, the District's strategic vision and master planning processes and assures the linking of the planning process to the college's allocation of resources via the program review process in support of the college mission.
- Leads the design and facilitation of the planning sessions with large and small groups. Ensures planning sessions are supported by relevant data produced through sound institutional research.
- Leads and coordinates activities related to the evaluation and accomplishment of institutional goals stated in the Strategic Vision, Program Reviews, the Comprehensive Master Plan, and the Accreditation Self-Study.
- Serves as a key member of the Planning and Budget Committee.
- Effectively provide leadership, collaborate and communicate with faculty, administrators, and staff to provide research, analysis and reporting of institutional statistics, internal and external administrative reports, student enrollment and profile data, and program review.
- Plan, coordinate and implement institutional research projects; design and execute surveys and research projects that will provide information about the District, students, and programs offered for administrative decision-making, institutional reporting and publications.
- In collaboration with faculty and administration works to evaluate the effectiveness of instructional and non-instructional programs and services and to conduct classroom research.
- Provides expertise in the identification of primary institutional, local, State and national demographics, economic trends and other data to be used in research projects, reports, instructional planning and development.
- Designs, maintains, manipulates and queries specialized databases and information systems for research, planning, and institutional accountability.
- Maintains research data warehouse system and an indexed archive of information and reports suitable for responding to surveys, questionnaires, and federal and state data collection or accountability requirements.
- Provides technical and analytical support to administrators, faculty, staff, and committees in research and planning-related activities.
- Evaluates and responds to requests originating inside and outside the institution. Compiles, completes and submits local, state and federal reports as required.
- Develop and administer the office budget; and train, supervise, and evaluate the performance of assigned staff.

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS

KNOWLEDGE OF:

- Proven innovator who can apply theory to solutions for such challenges as enrollment management, effective pedagogy, and new program development.
- Communicator who can convey information to those he/she leads, and those he/she supports.
- Research theory and methodology; advanced applied statistics; report writing; survey design.
- Critical thinker who recognizes and can advance the role of his/her division in supporting student success.
- Knowledge and experience in leading comprehensive master planning, annual planning, and program review.
- Knowledge and experience with facilitation techniques in leading a committee/group through the research, decision making, and/or investigative process.
- Familiar with State and Federal accountability reporting requirements for California Community Colleges.
- Requires knowledge and experience in “transformational change leadership” in higher education institutions.
- Understanding of computer software associated with research, such as spreadsheets, statistical software, data warehousing, databases, inter/intranet, operating systems, and the integration of the above.
- Accreditation standards as it pertains to planning, research, and data to support the process.

ABILITY TO:

- Leadership skills to create a sense of purpose and vision for the areas under her/his authority.
- Lead, plan, organize, and conduct analytical studies in various methodologies.
- Establish and maintain strong working relationships with faculty, administrators, staff and students;
- Facilitate groups and build consensus; analyze and interpret complex data; effectively communicate verbally and in writing;
- Problem solver who can work with her/his peers and members of the division to gather relevant data, examine root causes, generate recommendations and implement solutions.
- Must be able to exercise good judgment, diplomacy, and patience; operate a variety of research and analysis-related computer application programs;
- Meet schedules and timeframes; and apply research theory logically, creatively, and reasonably that will translate into achievable designs in the educational setting.
- Ability to prioritize and execute a wide range of projects simultaneously.

EDUCATION AND EXPERIENCE

MINIMUM QUALIFICATIONS:

- Master’s degree in a specialization involving social science, higher education, social or educational research, psychology or a related field and three years of research experience.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds of students and of persons with disabilities.
- Demonstrated understanding of the following in previous positions: the principles of administration, supervision and training; planning and organizing work; accessing information; evaluating programs and personnel; communicating effectively orally and in writing; budgeting and managing funds; departmental needs in the context of the planning, research, and institutional accountability; and working collaboratively with others.

COMPENSATION AND BENEFITS

SALARY RANGE: \$115,869 - \$134,340

- The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental and vision insurance is available, toward which both the College and the employee contribute.

- Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days and are paid at 50 percent.
- Full-time employees contribute a percentage of their regular salary to either the State Teachers Retirement System (STRS) or to the Public Employees Retirement System (PERS) and Social Security.

CONDITIONS OF EMPLOYMENT

Full-time, 12-month classified administrator position. Excellent fringe benefits, including eight 32-hour work weeks during the summer. Employment is dependent upon satisfactory employment verification, fingerprint check, and tuberculosis examination. Selected candidate must provide identification and work authorization.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as ONE PDF document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

Please Note: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.

Closing Date: Monday, December 10, 2018

INTERVIEW EXPENSES

Only individuals identified for FINAL interviews are eligible to have their expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Candidate must complete a Travel Request and Reimbursement Form and submit it together with all supporting documentation to the Human Resources Department.

FOR FURTHER INQUIRIES AND APPLICATION MATERIAL SUBMISSION, CONTACT:

El Camino College
Human Resources Department
Pamela Jones
310-660-3593, Ext. 3478
pjones@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.