Employment Opportunity
Director of Planning, Research & Knowledge Systems
CL06-28

Apply by: Tuesday, September 5, 2006 at 4:00 p.m.

About the Position
The Director of Planning, Research & Knowledge Systems directs and coordinates activities related to institutional planning, research and evaluation, and knowledge systems that support the mission and purposes of the Cabrillo Community College District.

Examples of Duties
Under the general direction of the Superintendent/President, the Director of Planning, Research & Knowledge Systems:

- Directs the institutional research office and the reporting of information about Cabrillo Community College District
- Directs or performs studies required for accreditation of the college and individual programs
- Assists with, or directs the development of, most surveys conducted by the college
- Directs or performs analysis and preparation of resulting reports for surveys conducted
- Serves as technical research consultant to the college administration, faculty and staff
- Directs and coordinates institutional research information exchanges with other institutions
- Audits and releases official information about college student enrollment, faculty, student and staff characteristics
- Directs and coordinates the comprehensive college master planning process, and other planning processes
- 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
- Maintains the college data warehouse
- Develops data marts using information from the college enterprise resource planning application (Datatel) in decision-making, research, planning, development, institutional effectiveness and accountability
- May direct and coordinate work of others to develop, test, install, and modify programs, reports, data structures, queries, and other related items within the college data warehouse realm
- Reviews existing college knowledge information systems, evaluate effectiveness and recommend new systems
- Conducts studies addressing the acquisition of or the development of new knowledge information systems to meet current and projected needs
- Chairs, or serves as member of, college communities, and participates in professional organizations as appropriate to assignment
- Performs related duties as required or assigned
Qualifications  Master’s degree in a social science, mathematics, statistics, business, economics, or other research field OR the equivalent.

**Equivalency**

*Candidates without the specified degrees listed above must complete and submit an Application for Equivalency Determination.* Additionally, candidates must provide documentation, as part of this application process, sufficient to convince the committee that the candidate possesses the equivalent of these minimum qualifications, including the depth and breadth of discipline knowledge plus general education. Further information and the application for equivalency form may be obtained by contacting the Human Resources department.

**Other requirements:**

- Demonstrated specialized experience in institutional research
- Proven ability to administer, design and effectively maintain an institutional research program at a state-of-the-art level
- Demonstrated experience with the various facets of information technology, knowledge management support systems, and state-of-the-art statistical software
- Demonstrated familiarity with research requirements for validation of assessment programs

**Knowledge of:**

- Design, analysis, reporting, and implementation of higher education institutional research
- Information technology
- Development and support of administrative planning
- Knowledge management concepts
- Study and report design
- Preparation and presentation of reports

**Ability to:**

- Interact effectively in a complex environment with requests from many sources
- Direct and maintain an ongoing institutional research program and a comprehensive planning system at a state-of-the-art level for a higher education institution
- Utilize knowledge management tools effectively including data warehouses, data mining, and portals
- Communicate effectively both verbally and in writing

**Desirable:**

- Doctoral degree in any of the above fields
- Teaching experience and experience in higher education institutional research
- Experience in developing and supporting institutional planning processes

**Salary**  Seven-step schedule ranges from $6,208 to $8,319 monthly, plus fringe benefits. Full time (225-day) management assignment, partial categorically funded, 12 months per year, Monday through Friday, with evenings and/or weekends as needed. Position scheduled to begin as soon as possible, pending continued funding and Governing Board ratification.
Cabrillo College provides a benefit stipend up to $5,894.40 per year for employee only and up to $11,168.28 per year for employee plus one dependent, and $15,360.72 per year for employee plus two dependents for medical, dental, life insurance and long-term disability insurance.

**How to Apply**

Application forms may be obtained through the Human Resources web site: http://www.cabrillo.edu/services/hr/apps/index.html OR at the office location noted below.

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA 95003
or fax to: (831) 477-3545
Phone: (831) 479-6217

*Postmarks or E-mail transmittals are not accepted*

**EACH APPLICANT MUST SUBMIT:**

a) Completed and signed Cabrillo College application
b) Resume – job related
c) Three recent letters of recommendation which address the candidate’s ability to perform the duties of this position
d) Verification of educational qualifications (*Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant*). Transcripts from all colleges attended to demonstrate the qualification re: college coursework listed in this announcement (copies accepted) OR official proof of request for transcripts. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees or other documents as may be required.
e) Supplemental Application for Equivalency Determination. (*This is only necessary if candidate does not possess and submit proof of specified degrees listed in minimum qualifications*)
f) A one-page (typewritten) response to the following:
   • Describe your philosophy regarding the role of the Director of Planning, Research and Knowledge Systems in a community college environment and how you see the position fostering this philosophy
g) Criminal History Inquiry Supplemental to Application

*If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.*

**Selection Procedure**

Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

**Application Deadline**

All application materials **MUST** be received in the Human Resources Department by:
4:00 p.m., Tuesday, September 5, 2006. **(Postmarks or Email transmittals are not accepted)**

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire staff that reflects the rich diversity and cultural heritage of the college district and its student body.

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