

Dean of Planning, Research, and Institutional  
Effectiveness  
Copper Mountain College

Direct Link: <https://www.AcademicKeys.com/r?job=246153>

Downloaded On: Oct. 5, 2024 7:10pm

Posted Oct. 1, 2024, set to expire Nov. 19, 2024

<b>Job Title</b>	Dean of Planning, Research, and Institutional Effectiveness
<b>Department</b>	President's Office
<b>Institution</b>	Copper Mountain College Joshua Tree, California
<b>Date Posted</b>	Oct. 1, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Dean
<b>Academic Field(s)</b>	Administration - Other Administration - Executive
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5670944">https://apptrkr.com/5670944</a>

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**Job Description**

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**Dean of Planning, Research, and Institutional Effectiveness**

**Salary:** \$118,834.56 - \$172,833.29 Annually

**Job Type:** Full-Time

**Department:** President's Office

**Closing:**

**Location:** Joshua Tree, CA

**Job Number:**

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### Position Description

Under the direction of the Superintendent/President, provides leadership, vision, and direction for a comprehensive institutional effectiveness program. Administers, coordinates, and communicates college-wide planning and evaluation to foster data-informed decision making across the institution. Oversees the strategic and integrated planning process, development, maintenance, and integration of information systems, and grants. Promotes institutional effectiveness through continuous evaluation for improvement.

**\*\*BE SURE TO UPLOAD THE REQUIRED DOCUMENTS LISTED BELOW OR YOUR APPLICATION MAY NOT BE CONSIDERED\*\***

This posting will be open until filled - For first consideration, please apply by October 22, 2024.

### Duties and Responsibilities

The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Responsible for ensuring integration of plans across all key college initiatives.
- Provides executive leadership in assessment and accreditation for evidence-based student success strategies.
- Oversees the development and implementation of the operational plans of the college's cross-functional committees, including resource needs.
- Assists in the identification of grant and other external resources to advance the institutional research needs of the college, including the provision of data to support grant applications.
- Provides leadership in the development of policies, procedures, and systems in support of reporting areas.
- Models and implements effective management strategies with staff in such areas as continued professional development, mentoring, and consensus-building.
- Works with Business Office and Executive Dean of Academic Affairs to project enrollments to inform annual budget development.
- Responsible for oversight of all Information Technology Services management and operations.
- Provides leadership in the identification and recommendation of new and emerging technologies as well as relevant applications of present MIS system in support of college needs.

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- Fosters the utilization of data analysis as the basis for strategic decision-making.
- Fosters a climate that promotes and supports innovation and improved services to students and the community through the use of technology.
- Serves as an internal resource to members of the college on matters related to institutional planning and research, information technology, and grants.
- Serves in an active and visible leadership role with the California Community College research, planning, and institutional effectiveness community.
- Collaborates with faculty, staff, and administrators in the implementation and assessment of the Program Review process and provides comprehensive program review data sets; supports institutional, administrative, and student learning outcomes processes.
- Supports student learning outcomes and administrative unit outcome assessment in collaboration with faculty and staff.
- Collects, analyzes, explains, and publishes information and data related to institutional effectiveness and planning; serves as the institution's chief research officer; organizes and evaluates research agenda to prepare, analyze, and evaluate short and long range institutional and program goals; prepares written documents, statistical reports, and oral presentations; and makes recommendations.
- Assists with the development of the District's strategic initiatives, goals, objectives, and other plans; evaluates data to measure, monitor, and provides input regarding progress of initiatives, goals, objectives and plans.
- Develops and implements a research and assessment agenda, and planning calendar, and cycle for the District by maintaining linkages between data and planning.
- Effectively communicates objectives, plans, and research data to the campus community.
- Monitors and keeps administrators current concerning demographics and community information; responds to inquiries, and provides information concerning related data, research studies, projects, reports, systems, practices, assessment measures, and programs to inform decisions.
- Supports the District's ongoing goals to meet accreditation standards and maintain accreditation.
- Plans, organizes, and conducts trainings, meetings, and seminars related to Institutional Effectiveness and outcomes.
- Leads, supports, and monitors institutional compliance with performance standards, and reporting as required by the Chancellor's Office, State, Federal and other agencies.
- Establishes and maintains cooperative working relationships with colleges, universities, and state, local and federal agencies.
- Prepares and administers appropriate departmental budget and authorizes expenditures.
- Serves as a liaison with community agencies, schools, special programs and interest groups affecting institutional effectiveness.
- Co-Chairs the Institutional Effectiveness Committee, TechCom, and serves on various college

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committees (e.g. Student Success Planning Committee).

- Work collaboratively with various administrators to support the development, implementation, and evaluation of Student Success Initiatives.
- In conjunction with Business Office, provides direction and oversight in the development of the Facilities Master Plan.
- Lead and implement technology plan.
- Direct the evaluation of technology, grants, research and recommend improvements.
- May supervise personnel; participates in the selection, evaluation, training and termination of employees.
- Performs other duties as assigned.

## **Qualifications**

### **Education and Experience**

#### **Minimum:**

- Masters Degree from an accredited college or university with major coursework in social science, mathematics, statistics, business, economics, education, public administration, or related field.
- Two years of full-time experience involving research, review, analysis, strategic planning, statistics, institutional assessment, grant management, and/or data-driven program development.
- Demonstrated evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

#### **Preferred:**

- Three years of full-time experience.
- Demonstrated experience with enterprise databases, data warehouses, and reporting software (Colleague, DataTel, R, SPSS, SAS, Canvas, Blackboard, or equivalent software) and statistical software.
- Experience at the community college level.
- Experience teaching at the community college level.
- Supervisory or project management experience.
- Demonstrated competence in planning and evaluation, budget management.

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**Knowledge of:**

- Research design, methods, sampling, descriptive and inferential statistics, and analytical and research strategies.
- Relevant reporting and statistical software.
- Program review, learning outcomes, institutional dialogue, and continuous quality improvement in relation to review, evaluation, and assessment.
- Community college research and survey techniques.
- Department budget development and administration.
- Familiarization with or ability to acquire knowledge of California Education Code, and the Student Success and Equity Planning.

**Supplemental Information**

**Required Attachments:**

1. A current and complete resume or CV highlighting educational, professional, and applicable experiences.
2. College transcripts from an accredited college or university if education is a requirement of the position (student copies are acceptable for application purposes but official transcripts will be required if hired).
3. A cover letter.

**Tentative Timeline:**

First consideration will be given to candidates who apply by **October 22, 2024**. Applications will be accepted until the job posting is removed.

*Applications will be reviewed in the order in which they are received. Based on the number of applications received, this posting may close without notice.*

\*All dates are subject to change based on availability

**EQUAL OPPORTUNITY STATEMENT:**

Copper Mountain College is committed to Equal Employment Opportunity for all persons and to provide educational and employment opportunities free from discrimination on the basis of ethnic group

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identification, gender identification, national origin, religion, age, veteran status, sex, race, color, ancestry, sexual orientation, or physical or mental disabilities, and other physical or verbal conduct. Inquiries regarding compliance and/or grievance procedures may be directed to the School District's Title IX Officer and/or Section 504/ADA Coordinator.

To apply, please visit <https://www.schooljobs.com/careers/cmccd/jobs/4670749/dean-of-planning-research-and-institutional-effectiveness>

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

President's Office  
Copper Mountain College

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