

Dean, Research, Planning, and Institutional
Effectiveness - INTERIM
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=251126>

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Posted Jan. 7, 2025, set to expire Jan. 27, 2025

Job Title	Dean, Research, Planning, and Institutional Effectiveness - INTERIM
Department	Planning & Research Office
Institution	Cabrillo College Aptos, California
Date Posted	Jan. 7, 2025
Application Deadline	01/27/2025
Position Start Date	Available immediately
Job Categories	Dean
Academic Field(s)	Administration - Other
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Job Description

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Dean, Research, Planning, and Institutional Effectiveness - INTERIM

Cabrillo College

Salary: See Position Description

Job Type: Full-time (100%)

Job Number: 2024-01939

Closing: 1/27/2025 11:59 PM Pacific

Location:



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Aptos, CA

Department: Planning & Research Office

Employment Opportunity

This opportunity is for an interim assignment ending on November 30, 2026.

Cabrillo College is seeking an **InterimDean, Research, Planning, and Institutional Effectiveness**, who under general policy direction, plans, organizes, directs and integrates operations and activities supporting the District's master planning processes, institutional research and effectiveness programs, and grants sourcing and application activities; leads the District's accreditation activities; works in close cooperation with other deans and directors and participates actively in the District's participatory governance activities and initiatives; provides expert assistance and leadership to the President and Cabinet on District-wide programs and strategies for achieving the District's mission and institutional goals within areas of instructional and campus responsibility; and performs related duties as assigned.

We need **YOU!** Cabrillo College is looking for staff to provide quality programs and services for a diverse student population promoting ever-evolving needs as our students grow toward their individual aspirational goals. Cabrillo is a Hispanic Serving Institution (HSI) with a special focus on enhancing the Latinx student experience. Come join our team, valuing high-level and innovative instruction, support services, a welcoming environment, and helping to change the world one student at a time!

COMPENSATION AND BENEFITS:

Salary:

Full-time administrative/management assignment (223-day work year), 12 months per year, Monday through Friday 8:00 a.m. - 5:00 p.m., with evenings and/or weekends as needed. Current eight-step schedule ranges from **\$139,336 to \$196,060 per year**. Salary placement is determined by documented education and experience. **A doctoral stipend of \$4,775 per year** is provided to eligible employees. Position scheduled to begin as soon as possible, pending funding and Governing Board ratification. **Cabrillo is unable to sponsor work visas.**

Benefits:

Cabrillo College currently provides a generous benefit stipend for employees plus dependents that employees apply towards benefit selections for medical, dental, vision (optional) life, and short-



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term/long-term disability insurance provided at a share of cost on a pretax basis, PERS Retirement and an employee assistance program (EAP). Depending on health plan selections, in many cases full-time employee net out-of-pocket for benefit premiums may be as low as \$0.

Classified administrators are required to join the Public Employee's Retirement System (PERS) and as such must contribute 8% of their monthly salary to PERS on a pre-tax basis. *Please see the [Benefits link](#) on the HR webpage for more information.*

Work-Life Balance:

This opportunity is a full-time assignment, 12 months per year. Cabrillo administrators enjoy a 223-day work schedule, which equates to an average of 19 self-selected non-work days, 19 set holidays, 3 individual responsibility days off annually, 12 days of sick leave accrue annually, 7 days of which can be used as Personal Necessity.

Cabrillo's Commitment to Diversity:

The ideal candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. In the Fall of 2022, 58% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (51%), Multi Ethnic (5%), Asian (2%), Black Non-Hispanic (1%), Filipino (1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). In 2007, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

Cabrillo College has a tradition of collegial governance, and employees at all levels possess a long history of participatory governance in all levels of decision-making at the college. Cabrillo provides an excellent opportunity to learn, collaborate, create, and make a difference in the lives of its students and community.

Employees at Cabrillo College support quality programs and services to students that promote their diverse and evolving needs as they progress toward their individual educational goals. ***Come join us in our vision to improve the world, one student at a time!***

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the

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work is similar, related or a logical assignment to this class.

- Plans, organizes, directs, controls, integrates and evaluates the work of classified managers and staff in the Research, Planning and Institutional Effectiveness department; with managers and staff, develops, implements and evaluates annual program plans, goals and objectives to achieve District goals and objectives; contributes to development of annual general-fund and grant-funded budgets and tracks performance against funding allocations to ensure compliance with legal mandates; manages and directs the development, implementation and evaluation of plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
- Directs and manages the performance of assigned classified staff; directs and oversees the selection of classified managers and staff; establishes performance requirements and professional development targets for direct reports; regularly monitors performance and provides coaching for performance improvement and development including performance evaluations; accurate reporting of absence time; hears and acts on grievances; subject to concurrence by senior management and Human Resources, approves or takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with Board Policies, Administrative Procedures, Human Resources procedures and collective bargaining agreements.
- Provides day-to-day leadership and works with staff to ensure a high-performance, service-oriented work environment that supports achievement of the department's and District's mission, objectives and values; promotes workplace diversity, inclusion, cultural competency and a positive work environment.
- Provides support to reporting managers and/or administrators regarding disciplinary actions and grievances; approves related decisions.
- With members of Senior Management, participates in the development and implementation of District strategic plans, goals and objectives including Guided Pathways; leads and participates in the District's institutional planning processes; leads and directs department staff in the development and application of new methodologies, technologies and business process improvements to achieve higher efficiency, productivity and customer service in department work processes.
- Participates actively in the life of the District and its participatory governance processes by serving on committees, task forces and councils; leads and coordinates ongoing accreditation activities and continuous improvement efforts; manages and participates in the development of materials and responses required by the accreditation commission; leads and participates in the preparation and submittal of the Accrediting Commission for Community and Junior Colleges (ACCJC) Annual Report.
- Leads, manages, coordinates, participates in, monitors and reports outcomes of District long- and short-term institutional planning activities; ensures planning processes are systematic, integrated

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and aligned with accreditation and other planning-related requirements.

- Manages and oversees a variety of research initiatives and assessment and evaluation studies including studies related to assessment of District programs and services, equity and student success, academic and career pathways and other issues to inform strategic and program planning efforts; serves as the primary technical research consultant to District administration, faculty and staff; directs and coordinates institutional research information exchanges with other institutions.
- Directs and participates in the preparation and maintenance of a variety of narrative and statistical reports and records related to research projects, institutional assessment and planning, quality improvement, policies and procedures, enrollment, annual reporting and other data.
- Directs and manages the District's grant sourcing, acquisition and management functions and activities; with the President and Cabinet, determines focus and priorities for grant-funding efforts and matching potential funding opportunities to District program planning initiatives; directs and manages reporting for grant-related research activities; directs the development of District-wide grant development and management policies and procedures and a grants management database; provides consultation and technical assistance to departments seeking research assistance.
- Collaborates with the Information Technology department on design and implementation of the District data warehouse to support varied research needs and provide high-quality data and tools for planning, evaluation and institutional improvement purposes; directs the development of self-service data dashboards to make information and reports more available to facilitate decision making for implementation of new and modified programs, policies, practices and systems.
- Directs and oversees programs, services and instructional activities for the California Adult Education (CAE) program and associated collaboratives; oversees curriculum development and/or modification for new and existing programs, development and implementation of non-credit instructional curricula supporting seamless transition of adult education students to college and development and integration of student enrollment and outcomes data; ensures mandatory reporting for grants is completed by established deadlines.
- Provides leadership for state and regional collaborations and in community outreach activities; oversees the development of grant applications and administration of grants to support inter-segmental collaborations.
- Stays abreast of relevant trends and engages in personal professional development programs and activities to maximize contributions to the District and the community.
- Makes presentations to the Board of Trustees, Cabinet and other District groups.
- Chairs or serves on committees and represents the District at local, regional, state and national conferences, meetings, workshops and training seminars.
- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural,

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disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.

OTHER DUTIES

- Serves as a backup member of the District's Incident Command Team.
- Performs related duties as assigned.

Minimum Qualifications

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff; **AND**
- A master's degree from an accredited college or university in social science, mathematics, statistics, economics or other related research field, **and** three (3) years of increasingly responsible experience designing and administering institutional research and planning programs, including the uses of advanced information technology tools and state-of-the-art statistical software; **OR**
- An equivalent combination of training and experience.

Desirable:

- A doctoral degree in a qualifying discipline and experience in an institution of higher education.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, best practices, policies and trends applicable to the field of institutional effectiveness

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and assessment, particularly as relevant to a community college environment.

- Advanced mastery of theories, principles, practices, methods and statistical analysis tools and technologies used in research of institutional effectiveness, student learning outcomes assessment and other key research issues.
- Accreditation standards of the Accrediting Commission for Community and Junior Colleges and Western Association of Schools and Colleges.
- Principles and practices of grant sourcing and acquisition and management of grant activities and reporting.
- Applicable federal, state and local laws, rules and regulations including Title V of the California Education Code and other state and federal laws and regulations.
- Principles and practices of Equal Employment Opportunity in hiring, retention, performance and advancement.
- Principles and practices of sound business communication.
- Research methods and analysis techniques.
- Principles and practices of effective management and supervision.
- Principles and practices of strategic and program planning applicable to an educational institution.
- Basic principles and practices of organizational improvement, equity and culture change.
- Safety policies and safe work practices applicable to the work being performed.
- Board Policies, Administrative Procedures, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

- Plan, organize, direct and evaluate the programs and activities of the Research, Planning and Institutional Effectiveness department.
- Administer, design, direct and maintain an ongoing institutional research program and a comprehensive planning system at a state-of-the-art level for a higher educational institution.
- Lead, manage, coordinate and contribute to District-wide institutional effectiveness efforts in planning, program review, accreditation, outcomes assessment and financial stewardship with the overall intent of actively supporting the achievement of District goals, campus-wide needs and the healthy functioning of governance, management and other systems.
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Analyze and make sound recommendations on complex institutional, instructional and administrative issues.
- Work collaboratively with District deans, directors, managers and the community and provide expert advice and counsel to develop solutions to complex issues.

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- Lead and participate in monitoring and assessing student learning and success outcomes and student equity measures.
- Organize, set priorities and exercise expert, independent judgment within areas of responsibility.
- Develop and maintain an inclusive work environment that fosters diversity, respect and engagement.
- Develop and implement appropriate procedures and controls.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Communicate effectively, both orally and in writing.
- Understand, interpret, explain and apply applicable laws, codes and ordinances.
- Represent the District effectively in dealings with state and regional collaborations, other colleges and the State Chancellor's Office.
- Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

A valid California driver's license or ability to access and use alternative transportation.

Additional Information

APPLICATION PROCESS

Required for submission:

1. Complete application & answer supplemental questions; providing detailed information to aid in determining the minimum qualification requirements have been met
2. Attach resume
3. Attach unofficial transcripts from all colleges attended showing degree(s) conferred (copies, photos, and downloads are acceptable). *Foreign transcripts must be evaluated for U.S. equivalency* and any costs are at the applicant's expense - [click here](#) for more information

Please note: All application materials must be received by 11:59 pm on the closing date indicated above.

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Official Transcripts

As part of the onboarding process, you are expected to submit official college transcripts within 30 days of hire.

Attention Applicants

Only completed applications with the above required documents will be reviewed by the committee; *additional documents will not be reviewed by the committee.* Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. **Cabrillo is unable to sponsor work visas.**

Questions? Concerns? Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

Selection Procedure

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. A written performance exercise and/or presentation may be a part of the interview, and finalists may be invited to return for a second interview. All notifications will be via email, and can also be accessed through your [application profile](#).

Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes). Cabrillo is an [eVerify](#) employer.

EEO Statement

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

Accommodations



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Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at cabrillohr@cabrillo.edu.

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/4764828/dean-research-planning-and-institutional-effectiveness-interim>

jeid-b4740777fb9bd647bcb9e03ba59024af

Contact Information

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

Contact

Planning & Research Office
Cabrillo College

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