

East Los Angeles College

Employment Opportunity

History

Founded in 1945, East Los Angeles is located six miles from the downtown Los Angeles Civic Center, communities served include: Alhambra, Baldwin Park, Bell, Bell Gardens, City of Commerce, Cudahy, East Los Angeles, El Monte, Huntington Park, Lynwood, Maywood, Montebello, Monterey Park, Pico Rivera, Rosemead, San Gabriel, South Gate, Temple City, and Vernon.

Mission

East Los Angeles College is dedicated to providing the highest quality of transfer and workforce education courses, along with superior adult education, basic skills, and community service programs. We serve a culturally diverse community in a dynamic urban setting with the purpose of supporting students in achieving associate of arts degrees, general education, skill certificates, and/or personal development.

Vision

In the first two decades of the 21st century, we at East Los Angeles College will develop and maintain our "Commitment to the Community." We will continue to grow as the preeminent local, off-site, and international community learning center in the East Los Angeles area.

Degree & Certificate Programs

ELAC offers over 100 Associate degree and certificate programs. Offerings include university transfer courses and career training in high-paying occupations including automotive technology, administration of justice, child development, nursing, computer science, business and more.

East Los Angeles College

1301 Avenida Cesar Chavez
Monterey Park, CA 91754
(323) 265-8650 • www.elac.edu

Position Title	Dean of Institutional Effectiveness
Employment Status	Full-time Administrative
Application Deadline	November 30, 2009 at 4:00 p.m.

Description of Position

East Los Angeles College announces an opening for a full time Dean of Institutional Effectiveness to plan, review, analyze, interpret, research and communicate findings based on a variety of data and information used in assessing effectiveness and maintaining accountability. The dean will collaborate with faculty and staff to develop and implement a variety of projects, including planning, outcomes assessment, enrollment management, and student success..

Duties of this position are focused on assisting with the College's efforts to increase the effectiveness of enrollment, retention, persistence and completion for student success. The Dean of Institutional Effectiveness is responsible for the College's overall planning, review, and research activities; coordinates the College's program review and research-related accreditation activities, and provides information and support for the College's enrollment planning and management of instructional and student services. The Dean will also provide assistance with the College's student success, matriculation, student learning outcomes, and strategic and education planning activities, as well as meet planning, review, and research requirements for categorical and Specially Funded Programs (SFP). The Dean will be a resource to all college committees that require research and planning..

The successful applicant will be expected to begin work as soon as possible after selection.

Job Responsibilities

- Provide direct research findings and support to faculty and staff with research needs.
- Collaborate with faculty in planning and reviewing; interpreting and researching needs and findings; and, conducting educational and student service planning, review, and research.
- Design and review surveys and data collection for analysis and interpretation in planning, review, and decision-making. Collaborate with faculty and staff in this work as needed.
- Coordinate the process of enrollment planning and provide needed information and analysis to faculty, chairs, and administrators to assist in improved information and setting of education priorities for institutional effectiveness, including FTEF/FTES analysis, student outcome measures, and institutional and student services process measures.
- Perform budget allocation analysis, including budget review and projection.
- Generate course enrollment reports for the college.
- Serve the East Shared Governance Council (ESGC), Educational Planning Sub-Committee (EPSC), Program Review Validation Committee (PRVC), Accreditation Committees, and other College organizations to assist in the review and interpretation of information that will lead to enhanced decision-making.

- Maintain a systematic and integrated planning and review process that is aligned with the College Strategic Plan, the Educational Master Plan, accreditation process, and other planning-related requirements, including categorical and Specially Funded Programs (SFP).
 - Monitor important information for the College, including data about FTES, the community, matriculation, IPEDS, accreditation, apportionment, course demand, financial activities, students, institutional effectiveness, demographics, programs, employment trends, job placements, economic development, enrollment, and other assigned activities. Keep faculty and administrators aware of key findings, changes, and trends.
 - Contribute to the validation of placement testing, course advisories, co-requisites, and pre-requisites.
- Demonstrated leadership experience in planning and organizing, developing and maintaining complex reports with planning, review, and research elements.
 - Ability to collaborate with and to support effectively faculty leadership in planning, accreditation, review, and research inquiries.
 - Experience with advanced research techniques and statistical analysis and data processing.
 - Excellent interpersonal skills and verbal and written communication skills; ability to collaborate and support groups; ability to exercise leadership in areas of primary responsibility; and the ability to present findings effectively to a variety of audiences and readers.
 - Sensitivity to and awareness of changing student populations, ethnic, age, language, academic preparedness, disability, and cultural diversity within the college and its community and experience in working with the academic and student services programs necessary to serve all of its students.
 - Ability to work and communicate effectively with faculty, staff, administrators, and students.
 - Personal characteristics necessary for working with students, employees, and the public in an administrative capacity, including stability, good judgment, high ethical standards, tact, and ability to cooperate with all members of the college community.

Minimum Degree Qualifications*

All degrees must be from U.S. Department of Education recognized accredited institutions.*

- A Master's degree AND
- One year formal training, internship, or leadership experience reasonably related to the assignment.

NOTE: Applicants who do not possess the minimum qualifications as stated above are required to complete the Equivalency Qualifications Form that is available from the Los Angeles Community College District.

*Candidates who have earned degrees from foreign institutions are required to submit both official translations and evaluations of their transcripts that have been prepared by a certified U.S. credential review service in order for the application to be considered.

Other Desirable Qualifications

- Ability to work well with faculty and staff in meeting their research needs.
- Experience with SFP's: development, implementation, management, and accountability.
- Understanding of the education process, instruction, role of faculty, curriculum and student service, SLO's and shared governance.

expense for an interview. This full-time administrative position is contingent upon funding. Finalists will be invited back for a second interview with the President of the college. All materials submitted become the property of East Los Angeles College and the Los Angeles Community College District.

Application Process

All applicants must submit the following:

- A completed Los Angeles Community College District (LACCD) application for faculty position. Obtain application form and application instructions from: <http://www.laccd.edu> > Jobs with the District > Academic Job Openings > Job Title > View Full Job Description
- A letter of interest that specifically addresses the duties, responsibilities, and qualifications for the position as well as professional development activities, and current educational goals and interests.
- A current resume or curriculum vitae detailing educational and professional experience.
- A list of a minimum of three professional references including names, titles, addresses, telephone numbers, and e-mail addresses of individuals who can attest to your qualifications for the position.
- Legible copies of unofficial transcripts for bachelor's, master's, and/or advanced degrees and any other post-secondary coursework completed that may be considered for equivalence for minimum degree requirements. If applicant is selected for the position, official transcripts will be required prior to rating in on the salary scale.
- All application materials must be received by 4:00 pm on Monday, November 30, 2009. Please send materials to:

Mr. Ernest H. Moreno
President
East Los Angeles College
1301 Avenida Cesar Chavez
Monterey Park, CA 91754

For additional information regarding this position, please contact the Office of the President at (323) 265-8663.

East Los Angeles College is an Equal Opportunity Employer.

Salary Range:

\$108,873 – \$139,762 annually

The selected candidate will be allocated within the salary range according to previous salary (additional doctoral stipend of \$323 per pay period for applicants possessing a doctorate degree from an accredited institution). Benefits include 15.5 paid holidays annually, 15-24 paid vacation days annually depending on length of District service, medical/hospital, dental and vision care plans and a \$50,000 group life insurance policy.

Selection Procedure

All applications will be screened to ensure they meet minimum requirements as stated above. All required materials must be received or the application package will be considered incomplete and will not be submitted to the screening committee. The search committee will select applicants to be invited to the College at their own