APPLICATION PROCEDURE
Interested applicants must submit:
Letter of application indicating how you meet each of the required qualifications for this position to include, but not be limited to, information on the following:
- Contributions to the profession
- Related experience/achievements
- Professional/personal development (Training, Workshops, Diversity Sensitivity Training, etc.)
Completed District application form.
Comprehensive resume of educational background and experience.
Copies of all transcript(s) (need not be official) verifying all educational degree(s) and/or coursework required for the position.
The names and phone numbers of references must include at least: two supervisors, two colleagues, and, if applicable, two direct-reports.

ABOVE MATERIALS ARE TO BE SUBMITTED TO THE FOLLOWING ADDRESS:

HUMAN RESOURCES
CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA  90650-6298

APPLICATION DEADLINE
Applicants are to submit these materials by 4:30 PM on the priority closing date of March 19, 2010 in order to receive first consideration in the initial screening process. However, applications may be accepted until the position is filled. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at least 72 hours prior to the priority closing date or the date(s) of interview.

SELECTION PROCEDURE
The Search Committee will evaluate applications to determine those candidates who are best qualified for the position. The best qualified candidates will be invited for oral interviews with the Search Committee. The Search Committee may include representatives from the Faculty, the Administration, the Classified Staff, the Student Body, and members of the community. Finalists will be recommended for further consideration by the President/Superintendent for final selection and recommendation to the Board of Trustees for employment. Employment is contingent on approval by the Board of Trustees.

For application/additional information:
Telephone: (562) 860-2451 x2284
Web Site: http://www.cerritos.edu

Human Resources Hours:
8:00 AM - 4:30 PM (Monday through Friday)

Cerritos College employs only individuals lawfully authorized to work in the United States. Cerritos College does not provide sponsorship for changes in immigration status for the purpose of employment in the United States. Offers of employment are contingent upon presentation of documents verifying the appointee’s identity and eligibility to work and completion of the required I-9 Form in accordance with the provisions of the Immigration Reform and Control Act of 1986 (Public Law 99-603).

CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA  90650-6298
Equal Opportunity Employer
2/1/10
ESSENTIAL DUTIES AND RESPONSIBILITIES

The Director of Research and Planning reports to the Vice President, Academic Affairs and is responsible for institutional research and decision support.

QUALIFICATIONS

EDUCATIONS AND EXPERIENCE

The position requires a Master’s degree in social science, mathematics, statistics, business, economics, research, or other related field, or the equivalent and two years of experience conducting research, analyzing data, and presenting findings.

Knowledge and Skills

The position requires advanced specialized knowledge of current principles and procedures of social science of higher education research planning, design, methodology, and analysis; principles, theories, techniques and methods of inferential and descriptive statistics; computerized information systems used in research such as statistical analysis, word processing, database management, spreadsheets, graphics, and telecommunications.

Requires a comprehensive knowledge of student outcomes assessment and measures of institutional effectiveness. Requires knowledge of legislative and educational oversight body processes, requirements and trends. Requires knowledge of effective management practices and continuous quality improvement. Requires in-depth knowledge of, and skill at using a full range of office productivity computer software as well as computer-aided statistical applications and educational modeling. Requires knowledge of relational database concepts, including logical and physical data layout, programming and report writing tools. Requires knowledge and understanding of the philosophy and objectives of the community college. Requires well-developed oral and written language skills to prepare reports and professional correspondence. Requires sufficient human relations skills to conduct performance reviews, driver presentations and convey technical information to a wide variety of audiences.

Abilities

Requires the ability to establish, manage and evaluate departmental goals, objectives and annual performance plans. Requires the ability to design research studies for use in education and social environments. Requires the ability to learn, interpret, and apply State Education Code Title V, and other federal and state regulations as related to the responsibilities of the position. Requires the ability to apply, interpret, and draw conclusions using advanced statistical concepts. Requires the ability to prepare complex, complete and compelling proposals and reports multi-media presentations, and empirical findings, forecasts and recommendations to large audiences with diverse backgrounds. Requires ability to exercise critical judgment and creativity, establish priorities for, plan, and organize a variety of work assignments and the ability to provide leadership and supervision to staff in a Research and Planning Department. Requires the ability to be a fair-minded, ethical and honest leader with excellent interpersonal and communication (oral and written) skills, and the courage and integrity to lead and accept responsibilities. Requires understanding of, sensitivity to and commitment to meeting the needs of the individuals from diverse academic, socioeconomic, cultural, disability and ethnic backgrounds. Requires the ability to work cooperatively and productively with internal and external constituencies. Requires the ability to advocate for shared governance, collegiality, staff cohesiveness and the other core values of the institution.

Physical Abilities

The position requires the ability to function indoors in an office environment engaged in work of a primarily sedentary nature and move to work locations on and off-campus. Requires the ability to sit at a desk for extended periods of time to accomplish work and to retrieve work materials. Requires manual and finger dexterity to use a personal computer keyboard and pointing device and other common office equipment. Requires visual acuity to read and recognize printed materials, and view computer screens. Requires speech and hearing ability to project voice to a large audience, carry on telephone conversation, hear and grasp verbal communications and equipment prompts. Requires the ability to work during off-hours.

WORKING CONDITIONS

Work is performed indoors where minimal safety considerations exist.

SALARY/FRINGE BENEFITS

Grade 8 on Management Salary Schedule ($8,066.00 – $9,148.00/month)

Health and Welfare Benefits include District-paid medical/dental/vision insurance, and employee life insurance ($50,000). Cash-in-lieu of medical insurance available. Participation in State’s Teachers’ Retirement System or Public Employees’ Retirement System. 20 days annual vacation. Option for vacation buy-out. Individuals who are offered employment will be required to produce an original Social Security card before they are hired.