**POSITION TITLE**
Dean of Research and Planning

**EMPLOYMENT STATUS**
Full-time Administrative

**APPLICATION DEADLINE**
June 23, 2008

West Los Angeles College, founded in 1969, is part of the California Community College system. We are located in the hills of Culver City on 70 beautiful acres with views of Marina del Rey, West LA and Century City. The park-like setting and small class sizes give the campus a private school atmosphere.

**DEGREE & CERTIFICATE PROGRAMS**
West offers over 65 Associate degree and certificate programs. Offerings include university transfer courses and career training in high-paying occupations including dental hygiene, paralegal, nursing, aviation technology, computer science, real estate and more.

**HERE TO HELP**
West is committed to student success. We offer a variety of support services to help students reach their goals including educational counseling, a university transfer center, and financial aid. EOP&S, TRIO and CARE are just a few programs to help low income and non-traditional students reach their goals. The Disabled Student Programs and Services (DSPS) office offers assistance to students with learning and physical disabilities.

**ACTIVITIES & ATHLETICS**
In addition to an outstanding education, West students enjoy fun and enriching activities including cultural, social and academic clubs and student government as well as an active athletics programs with competitive teams for both men and women.

**DESCRIPTION OF POSITION**
The Los Angeles Community College District announces an opening for a full-time Dean of Research and Planning to plan, review, analyze, interpret, research and communicate findings based on a variety of data and information used in assessing institutional effectiveness and maintain 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 Research and Planning is responsible for the College’s overall planning, review, and research activities; coordinates the College’s 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 and education planning activities, as well as meet planning, review, and research requirements for categorical and SFP programs. The Dean will be a resource to all college committees that require research and planning. The Dean will be a resource to all college committees that require research and planning. Approximately half of the new duties will be related directly to the Title V grant with support for implementation, operation, and accountability.

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; 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 FTE/FTE 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 College Council, Planning Committee, Unit Planning and Program Review Committee, Matriculation Committee, Accreditation Committee, Faculty Position Identification and Priority Committee, Educational Policy and Standards Committee, 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 master plan, accreditation process, and other planning-related requirements, including categorical and SFP programs.
- 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 College’s development and implementation of student learning outcomes, and guide the assessment of these outcomes.
- Coordinate, develop, and maintain decision-making support and report computerized systems and
procedures according to College needs, goals and objectiveness. Determine scope of systems and develop related specifications, designs, and tools. Develop models and measures of decision-making. Provide training and assistance to college faculty and staff.

- Coordinate the process of enrollment planning and provide needed information and analysis to chairs, faculty, and administrators, to assist in the setting of education priorities.
- Prepare a variety of mandated and required College, District, State, and federal reports.
- Assist in the development of measurable outcomes for instruction, student services and business services.
- Support preparation of College plans, such as the accreditation report, Education Master Plan, Annual Report, and categorical and SFP reports. Coordinate, develop and maintain planning materials, goals, and objectives. Research, interpret, analyze and explain research data and information to assist faculty and administrators with ensuring that the College plans, facilities, and infrastructures are responsive to student enrollment needs and student success.
- Represent the College at local, state, and federal levels; participate in professional organizations.
- Other duties as assigned.

MINIMUM DEGREE QUALIFICATIONS

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

- A Master’s degree in a research-related field (such as statistics, mathematics, business, economics, social science or education) 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 Qualification Form that is available from the Los Angeles Community College District.

*Degrees in Progress: Degrees to be conferred on or before July 1, 2008 may be considered, provided that the applicant also submits (1) a current academic transcript, (2) a photocopy of the degree requirement from the institution’s catalog, and (3) verification of current enrollment and course schedule.

**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.
- 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.
- Demonstrate 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.
**SALARY RANGE:** $94,560 - $132,713 annually

The selected candidate will be allocated within the salary schedule according to previous salary (additional doctoral stipend of $298 per pay period for applicants possessing a doctorate degree from an accredited institution). Benefits include 15.5 paid holidays annually, 15-24 days 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 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 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 West 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 the: [http://www.laccd.edu > Jobs with the District > Academic Job Openings> Job Title> View Full Job Description](http://www.laccd.edu)

- 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, title, 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 an interview, official transcripts will be required at the time of interview.

- All application materials must be received by 4:00 pm on Monday, June 23, 2008. Please send materials to:

  Robert Sprague  
  Vice President, Academic Affairs  
  West Los Angeles College  
  9000 Overland Avenue  
  Culver City, CA  90230

For additional information regarding this position, please contact the Office of Academic Affairs at (310) 287.4398.

*West Los Angeles College is an Equal Opportunity Employer*