



IVCCD

POSTED INTERNALLY:

10/4/2021

MAY BE POSTED EXTERNALLY:

10/7/2021

NOTICE OF VACANCY

- POSITION:** Associate Dean of Assessment & Professional Development
- STATUS:** Full-Time
- CLASSIFICATION TYPE:** EXEMPT (Salaried)
- LOCATION:** Open to any campus
- JOB SUMMARY:** This position coordinates the district's assessment of student learning program and manages professional development for faculty. Assessment responsibilities include managing assessment software and related tools, training faculty on assessment processes, analyzing data and preparing reports in support of institutional effectiveness. Professional Development responsibilities include coordinating and monitoring high-quality, innovative, and relevant online and in-person professional development opportunities and workshops throughout the academic year. May assign and/or supervise the work of others.
- EDUCATION/
EXPERIENCE:** Master's degree required, doctorate preferred. Minimum of three years in higher education required that includes work with academic/administrative assessment and a demonstrated knowledge of principles and practices of assessment and evaluation processes, including a thorough understanding of student learning outcomes, preferred. Teaching experience at the college level preferred.
- ABILITIES:** Knowledge in the areas of quantitative and qualitative research methods, research design, and statistical analysis techniques.
Proficiency in Microsoft applications (e.g. Word, EXCEL, SharePoint, PowerPoint) and specific computer programs related to the area of assessment and research.
Demonstrated ability to effectively communicate both in writing and orally with diverse populations.
Knowledge of accreditation standards and state and federal requirements related to institutional effectiveness.
Ability to independently interpret data and create detailed reports, documents, and communications.
Ability to work collaboratively and effectively with instructional and non-instructional units on best practices in assessment and the use of results for learning improvement and decision making.
- BASE WAGE:** \$ 48,000 - \$65,000 Yearly.
Actual annual salary will be based on experience and education and calculated for a full fiscal year, which is pro-rated to start date and FTE.
- BENEFIT INFORMATION:** This position offers a full-benefit package including health, dental, vision, and life insurances, long-term disability coverage, retirement plan, sick, vacation, and personal leaves, and staff development opportunities.
- TO APPLY:** Internal Applicants: must send a completed Internal Application Request form to ivccdjobs@iavalley.edu. This form can be downloaded from SharePoint, under Intranet/Human Resources. If not submitting a cover letter and resume, please note that the existing documents from the HR file should be added to the form for committee review.
- If you experience issues completing the employment application online please update your web browser or use a different browser and try again.
- External Applicants: Please click here for our online application http://www.iavalley.edu/district/forms/affirmative_action.php.
- Applicants will be asked to include cover letter and resume once the on-line application is ready to be submitted. Contact information is also located on our website.
- Faculty Positions: Send unofficial transcript(s) with application materials. Official college transcript(s) will be required at the time of hire.
- Non-Faculty Positions: Official college transcript(s) will be required at the time of hire.
- Athletics/Coaches: Official college transcript(s) are required only if combined with a regular faculty or non-faculty position.
- CLOSING DATE:** Open until filled

IVCCD is committed to provide equal opportunities in its employment practices and policies for all employees and applicants for employment without discrimination on the basis of age, color, creed, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, and veteran status.

Retaliation against any individual for reporting discrimination or assisting in providing information relevant to a report of discrimination is strictly prohibited by IVCCD and constitutes a violation of this policy.