

Position Announcement – Red Rocks Community College

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HERE**

Position Title	Executive Director of Planning, Analytics, and Effectiveness
Position Number	100140
Campus Location	Lakewood, Colorado
Primary Physical Work Address	13300 West Sixth Avenue Lakewood Colorado 80228
Salary	\$89,101/annual
Starting Pay Rate	Starting Salary is not negotiable
Anticipated Start Date	Spring 2021
FLSA Status	Exempt, this position is not eligible for overtime.
Closing Date	Sunday October 25, 2020 by 11:59 p.m.
Job Type	Full Time
Benefits	RRCC offers a range of benefit choices (Medical, Dental, Vision, FSA, Life Insurance, Supplemental Retirement Plans, PERA, Disability Benefits, and more). For additional information, please click here .
Retirement	The Colorado Public Employees' Retirement Association (PERA) provides retirement and other benefits to employees of the State of Colorado.
Time Off	<p>Leave Accruals (Leave prorated for appointments under 100%)</p> <ul style="list-style-type: none"> • Annual/Personal Days: 22.5 (180 hours) • Sick Days: 15 (120 hours) <p>(Over 12 months, based on full time appointment accruals)</p> <p>Other Leave</p> <ul style="list-style-type: none"> • Administrative Leave for Academic and Volunteer Activities: (18 hours per fiscal year) • Holidays Observed: 10 Four Holidays are observed on an <i>alternate schedule</i> (Columbus Day, Veteran's Day, Martin Luther King Jr. Day, and President's Day). RRCC observes these holidays between Christmas Day and New Year's Day, resulting in campus being closed from Christmas Day through New Year's Day, with eligible employees on Holiday Leave • Jury Leave • Military Leave
Online Application	Click Here to Begin Your Application

Red Rocks Community College seeks applications for a full time Executive Director of Planning, Analytics, and Effectiveness to join our team.

Red Rocks Community College exemplifies extraordinary. We are dedicated to our [Vision and Mission](#), which promote student achievement, staff empowerment, and community engagement. We live our values: Integrity, Collaboration, Learning, Inclusiveness, and Communication. We encourage applications from individuals whose background and interests align with our commitment to inclusiveness and welcome you to visit the [RRCC Inclusion & Diversity](#) webpage for additional information.

With an unrivaled reputation grounded in our Values, we stand out as a cutting edge model in higher education. We are one of the first community colleges in the country to offer both Bachelor's and Master's degree programs. Our continued pursuit of excellence is instilled in our employees and has inspired a dynamic and passionate culture.

Summary of Position:

This position provides assistance to the College President in leading and facilitating institutional strategic planning and shared governance to ensure the College is positioned for continuous improvement. Collects, develops, analyzes and communicates institutional data and other information to constituents throughout the college, to support and enhance informed decision-making, problem solving, strategic planning, policy development, and institutional self-assessment, and designs, executes, and evaluates analytical and statistical studies and/or institutional self-assessments. Designs and manages information systems and databases to support institutional solutions integrated into administrative and instructional functions. Serves as accreditation liaison officer to the Higher Learning Commission responsible for accreditation activities and reporting. Provides administrative oversight for the College's institutional effectiveness, assessment, research, and accreditation. Serves as the Chair of the RRCC Institutional Review Board.

Required Qualifications:

- A Master's Degree from an accredited college or university in social or behavioral science, business, or an equivalent field of study.
- Eight (8) years of experience in Higher Education administration, compliance reporting, and/or instruction in management and data processing.

Preferred Qualifications:

- A Doctoral Degree from an accredited college or university, or an equivalent advanced professional degree with associated experience in higher education.
- Extensive experience in data and decision support for planning, policy, accreditation, and institutional research in higher education.
- Membership in or experience working in diverse communities and supporting the success of students and staff from racial, ethnic, and gender backgrounds that are underrepresented in the College.

Required Knowledge, Skills, Abilities:

- Verbal and written communication skills including the ability to give and receive information accurately, present information to groups and in public settings and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to synthesize complex policy, institutional, assessment, survey, and evaluation research, draw conclusions and make recommendations based on findings.
- Skill in examining and re-engineering operations and procedures, formulating new institutional processes and procedures, and designing, implementing, and evaluating new planning strategies.
- Strategic planning skills and the ability to plan, cooperatively design, and evaluate programs for student success and organizational development.
- Ability to gather and analyze statistical, qualitative, and other types of data, to draw conclusions and make recommendations and to prepare reports to meet a range of information requirements.
- Ability to define and integrate issues, identify problems and synthesize solution elements into a cohesive action plan.
- Ability to perform complex tasks and to prioritize multiple projects with skills in organizing resources and establishing priorities.
- Knowledge of statistical and analytical survey instruments, protocol, procedures, large-scale data systems, definitions, and procedures.
- Knowledge of compliance reporting requirements and standards for higher education, especially FERPA and related confidentiality laws and policies.

Preferred Knowledge, Skills, Abilities:

- Verbal Knowledge of regional, national, and specialized postsecondary accreditation standards, practices, and goals.
- Knowledge of institutional assessment of institutional effectiveness and student outcomes assessment principles, methods and techniques.
- Ability to analyze complex problems, to interpret operational needs, and to develop integrated, creative solutions.
- Strong analytical and critical thinking skills and the ability to design research studies and methodology, analyze, summarize, and effectively present actionable research results.
- Knowledge of campus planning and development principles, and strong skills as a team leader, team developer, and facilitator.
- Knowledge and experience with information management, data warehousing, and decision support systems in higher education.
- Knowledge of the goals, objectives, structure and operations of a comprehensive community college.
- Skill in the integration of institutional budget processes with the overall mission, objectives, and strategic priorities of the College.
- Knowledge of State and Federal postsecondary education accountability initiatives and trends.

Description of Position:

Data Analysis, Management, and Reporting

- Conduct comprehensive analytical studies on targeted topics such as enrollment trends and projection, distance learning, facilities utilization, and program effectiveness as requested by administration. Performs statistical analysis of data, and interpretation of results; prepares or participates in the preparation and presentation of research and analytical reports. Provide summary reports to the college Executive Team.
- Supervise staff to develop internal data management and reporting infrastructure, external compliance reporting, analytical and policy studies, internal and external stakeholder needs assessment, and externally-funded grant evaluation. Formulate and oversee institutional responses to internal and/or external queries and requests for institutional data and statistics on a wide range of issues.
- Designs, executes, analyzes, communicates, and consults on the results of ongoing and one-time analytical studies using appropriate inferential statistics. Support the RRCC Collaboration Council to assess needs, plan continuous improvement, set priorities, and evaluate institutional effectiveness through surveys, other data collection and analyses required to support accreditation.

Accreditation and Assessment

- Participate in the development, implementation, and evaluation of institutional wide assessment programs; provide technical support, and facilitate the integration of processes and findings into institutional planning and decision-making; participate in survey construction, development of survey instruments, and design of survey protocols and procedures. Provide guidance and support for the college-wide assessment process including academic and non-academic departments, outcomes assessment, and the establishment of a central repository for documentation of assessment activities.
- Act as a facilitator and trainer for planning and developmental evaluation of college units and projects and, as chief accreditation liaison officer, assist in the development of new accreditation initiatives, program development, and periodic accreditation events and strategy forums. Works with other institutional committees and staff to coordinate work and provide technical assistance.

Institutional Strategic Planning and Effectiveness

- Align CDHE and CCCS strategic plans and performance measures with RRCC strategic planning, with RRCC Divisional planning, and with key performance indicators (KPIs) to monitor and evaluate programmatic and operational effectiveness, and effect change required for improvement.
- Create and update strategic and annual college plans, provide college-wide leadership for developing metrics and utilize analytics to draw conclusions

and present pathways and courses of action related to the accomplishment of strategic initiatives, institutional effectiveness goals. Actively participate as a member of the President's Leadership Team to resolve campus problems and improve College operations.

Leadership & Management

- Assist in planning, development, implementation, and evaluation of proposals and programs to generate internal and external resources and/or revenues for the College, and to integrate college planning and improvement efforts at all levels.
- Provide leadership for administration, faculty, and staff in identifying and understanding emerging internal and external issues and significant environmental changes which constitute both opportunities and challenges to the college.
- Staff and support the RRCC Institutional Review Board (IRB) for protection of human subjects, serve as the Chair of the IRB, and conduct related outreach activities to the college for promoting research and professional development.
- Develop and manage annual budgets for the office related to organizational performance improvement, planning, institutional research, data management, and accreditation.

How to Apply:

Complete applications must be received by 11:59 p.m. on Sunday October 25, 2020. To apply for this position, [click here to begin your application](#), including the following:

1. A cover letter describing your professional experiences and addressing the required and preferred qualifications.
2. A resume.
3. Transcripts (unofficial).

Additional upload sections are available in the application to include **optional** attachments.

Please note the following prior to beginning your application:

1. Your application progress cannot be saved. If you exit prior to submitting your materials, you will need to restart the application.
2. As a part of the application process, you will be asked to provide the name, phone number, and email address of three professional references. References will only be contacted for candidates at the second level interview stage.
3. You will be required to attach a cover letter, resume, and transcripts. Your cover letter should describe your professional experiences and address the required and preferred qualifications.
4. Once you submit your application, you will no longer have an opportunity to review or make changes.
5. You will receive a confirmation email once your application has been received.

Benefits:

RRCC offers a range of benefit choices (Medical, Dental, Vision, FSA, Life Insurance, Supplemental Retirement Plans, PERA, Disability Benefits, and more). For additional information, please [click here](#).

The Assessment Process:

Red Rocks Community College utilizes selection and/or search committees in the hiring process for vacant positions. The committee will review all applications received by the closing deadline listed on this announcement to determine if applicants meet required qualifications. The committee will complete a secondary review of applications that meet required qualifications to determine applicants that align more closely with the listed qualifications. The top applicants from this assessment process receive an invite for the first round of committee interviews.

Be sure your application materials specifically address your qualifications, experience, work products, and accomplishments, as they relate to the position responsibilities, required qualifications, and preferred qualifications sections of this announcement. Upload additional documents, if necessary, to fully explain your experience and qualifications as they relate to this position. Failure to include adequate information or follow instructions and apply by the listed submission deadline, may result in your application not being accepted for this position, and may affect your inclusion as a qualified candidate at any stage in the search/selection process for this position.

Transcripts Required:

An unofficial copy of transcripts must be submitted at the time of application. Assessment is required for Transcripts from colleges or universities outside the United States for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in the rejection of your application and you will not be continued in the search/selection process for this position announcement. If selected as the finalist for the position, official transcripts are required as a condition of employment.

Necessary Special Requirements:

Must submit to and successfully complete a pre-employment background check as a condition of hire. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from consideration for this position. Should your background check reveal any charges and convictions, it is your responsibility to provide RRCC Office of Human Resources with an official disposition of the charges.

Important Notes:

Note: Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinary terminated or resigned in lieu of termination, must disclose this within your application materials.

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on

the basis of disability, race, creed, color, sex/gender, sexual orientation gender identity, religion, age, national/ ethnic origin, pregnancy status, veteran's status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.

RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Executive Director of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298.

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

RRCC conducts pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

For information regarding Red Rocks Community College Security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at <http://www.rrcc.edu/police/>. For a hard copy report, please contact 303.914.6494.