This is a temporary, grant-funded, professional expert position subject to annual renewal for the duration of the grant.

POSITION DESCRIPTION
Under the direction of the TAACCCT Grant Manager, or designee, the TAACCCT Lead Data Manager, will work with each consortia member to ensure data collection is accurate and reporting aligns with grant requirements, timelines and objectives. This position will analyze collected data and project trends and outcomes using knowledge of research and design including standard statistical procedures related to sampling, correlation analysis, projections, instrument design and qualitative measures applied to educational and social research.

RESPONSIBILITIES
• Under the direction of Grant Manager, work closely with each Site Data Manager to ensure data aligns with grant objectives and is submitted in a timely manner
• Analyze data collected to report on progress, identify barriers and determine trends in progress
• Report findings to Grant Manager and Consortium members at meetings and events as determined by Grant Manager
• Identify and resolve data collection issues that may be experienced by Consortium partners
• Utilize data collected to inform faculty, industry partners and Consortium members decision making processes concerning grant activities
• Coordinate efforts in developing and implementing tools to assess student's prior learning (PLA-Prior Learning Assessment/CAEL) and manage student data in established tracking system
• Promote the development and implementation of competency assessments
• Coordinate professional development for using data collection and reporting to strategically plan grant activities
• Support efforts to monitor, record and report progress on deliverables, including regional team development, training outcomes, competency assessments and certifications
• Contribute to planning and coordinating annual stakeholder summit focused on advanced manufacturing
• Ability to independently identify, investigate, and define issues and problems relevant to the research needs and goals of a broad constituency; locate sources of information to address these issues and problems

MINIMUM QUALIFICATIONS
• Bachelor’s Degree in social/behavioral sciences, statistics or related field preferably with emphasis on organizational or educational research
• Knowledge of research and design including standard statistical procedures related to sampling, correlation analysis, projections, instrument design, and qualitative measures applied to educational and social research
• At least one year’s experience in applying practical statistical and research methods
• Demonstrated ability in using standard statistical software packages
• Proficiency with Microsoft Office including Word, Excel, Power Point, and Access
• Ability to communicate effectively in person, in writing and over the telephone
• Strong technology and communications skills are essential
• Clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and the community-at-large
• At least one year’s experience in providing leadership and/or supervisory skills
SKILLS AND EXPERIENCE

- Experience at meeting deadlines and meeting/exceeding grant objectives
- Self-starter
- Ability to develop work procedures
- Exceptional computer skills
- Ability to analyze data into meaningful reports
- Experience managing individuals and teams
- Ability to coordinate projects with realistic timelines in a collaborative manner
- Experience writing well organized, data driven progress reports
- Ability to manage multiple priorities
- Exceptional interpersonal skills

MEETING THE MINIMUM QUALIFICATIONS DOES NOT ASSURE THE CANDIDATE OF AN INTERVIEW. Applications will be evaluated taking into account the breadth and depth of relevant education, experience, skills, knowledge and abilities.

DESIRED QUALIFICATIONS

- Master’s Degree preferred.
- At least one year’s experience working in a college setting including direct contact with faculty, students, and administrative staff
- Expertise in collaborating effectively with community and state officials on projects related to technical education/workforce development

SPECIAL CONDITIONS

- Working hours: Monday through Friday, 7:30am - 4:30pm.
- Must be available to work evenings, weekends and/or holidays as work necessitates and as assigned.
- Local travel is required on a regular basis, and in-state travel is required occasionally.
- Must possess a valid California Driver’s License (with no restrictions).
- Must be able to pass a criminal investigation and reference/background check which includes receiving clearance from the Department of Justice and Federal Bureau of investigation (based on resident history outside California).

APPLICATION PROCESS

Applications must be completely filled out in detail and clearly show that the applicant meets the minimum qualifications as set forth in the announcement. Application package must include: District Application, Resume and Copy of Transcripts (Transcripts must indicate degree earned/conferred - photocopies or computer printouts are acceptable. Transcripts of all degrees applicable to meeting the minimum qualifications for this position must be included. Copies of diplomas/degrees are NOT acceptable in lieu of transcripts). Official sealed transcripts will be required upon hire.) Please do not include any other additional documents. District Applications can be found at the Chaffey College Human Resources website: http://www.chaffey.edu/humres/EmpApp_2013.pdf.

All application materials must be submitted:
- By mail/walk-in to Chaffey College, Human Resources, 5885 Haven Avenue, Rancho Cucamonga, CA 91737-3002; or
- By fax: (909) 652-6533. Please see Application Submittal section on our website for potential problems with faxing; or
- By scanning to email: mary.wixson@chaffey.edu. Please note you can only submit via email if an application packet is not larger than 35 pages. PDF and Word docs are preferable; Zip files are not permissible.

CONDITIONS OF EMPLOYMENT

This is a 12-month per year, professional expert position. Continued employment is contingent upon funding and approval of the Chaffey College Governing Board. The annual salary is $70,000. Excellent Benefit Package.

Chaffey Community College District is committed to equal employment opportunity

15-16/07PE