Accreditation/Assessment Process Specialist

Posting Details

Position Information

Job Title: Accreditation/Assessment Process Specialist

Site: Modesto Junior College

Salary Range / Other

Range 34, $3,877 to $4,833 per month
2007-08 Classified Salary Schedule
40 hours per week, 12 months per year (May include evenings and weekends)
Appointments are normally hired at the first step of the range. The second step is paid after the first year of satisfactory service with subsequent steps annually thereafter to a maximum sixth step.

Benefits

The District currently pays for a health option for the employee and dependents. Employees may elect to pay a premium for a higher health option. Vision care and dental insurance premiums for the employee and dependents is District paid. Income protection and life insurance premiums for the employee are also District paid.

Position Summary Information

Job Description

Under direction, coordinates and performs complex technical administrative work pertaining to accreditation and outcome assessment including related curricular processes. The Specialist performs publication and data management, gathers, processes, and maintains highly complex information; answers questions from faculty, management, and other staff regarding accreditation and assessment; provides staff support for the accreditation committee with some curriculum committee and assessment committee responsibilities; may provide advanced secretarial support to a senior or executive manager; and performs related work as assigned.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Knowledge of:

• Modern office practices, methods, and procedures pertaining to accreditation, assessment, and related curricular processes, publication, and data management.
• Legal mandates, policies, regulations and procedures pertaining to college accreditation and assessment functions.
• Advanced English usage, spelling, grammar, punctuation, and arithmetic concepts.
• Technical methods of research, data compilation and reporting.
• How to take appropriate notes and minutes at meetings.
• Advanced techniques and strategies of administrative organization and follow through.
• Standard office machines and equipment, including computers.
• Operational procedures, policies, rules, and regulations specific to the assignment.

Ability to:

• Perform complex and technical administrative work pertaining to the college accreditation processes with accuracy and attention to detail.
• Provide information for departments undertaking self-studies, writing reports and preparing for accreditation visits.
• Oversee the collection of writing and submitting documents and reports associated with accreditation.
• Monitor the collection of program and unit assessment data for evaluation, accountability and accreditation.
• Prepare clear and concise reports.
• Accurately interpret ACCJC mandates, YCCD policies, rules, and regulations and apply them to a variety of operational procedures.
• Effectively and efficiently operate a personal computer.
• Communicate effectively, both orally and in writing.
• Establish and maintain effective working relationships with those contacted in the course of the work.
Education and Experience
Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:
Education: Possession of an associate’s degree from an accredited college or university, with major course work in business administration or a closely related field.
Experience: Four years of increasingly responsible administrative support experience, including two years performing technical administrative work involving curriculum development, publication, and data management in an academic setting.

Example of Duties
(Illustrative Only)
• Coordinates and performs difficult technical administrative work related to accreditation and assessment with related curricular processes.
• Coordinates and performs complex review process, coalesce written and printed materials for accreditation self-study, provide supplementary technical writing as appropriate, gather and index needed information, and compile final documents for distribution.
• Coordinates and performs complex review process, coalesce written and printed materials for college self-assessment processes, provide supplementary technical writing as appropriate, gather and index needed information, and compile final documents for distribution.
• Coordinates related curricular and catalog changes and/or additions to reflect division, program, and curriculum updates reflected in accreditation and assessment.
• Provides staff support and coordination for the college Accreditation Committee and Assessment Committee, translates Committee decisions into appropriate actions, prepares Committee meeting agendas and minutes; researches information, prepares staff reports as requested.
• Maintains and updates accreditation and assessment information in the computerized data management system, such as CurricUNET; college catalog, and accreditation and/or assessment portal sites.
• Troubleshoots and responds to accreditation & assessment problems & related curricular issues in electronic and printed publications; advises stakeholders of impacts and makes recommendations for solutions.
• Serves as a technical resource to others regarding accreditation information issues; assists other administrative staff with questions regarding accreditation and assessment electronic resources.
• Organizes, plans, and develops work accomplishment time lines.
• Enters, maintains, tracks, evaluates and presents complex information related to accreditation and assessment in manual and/or automated systems.
• Establishes and maintains complex file and record systems, including those for confidential and sensitive materials.
• Independently responds to complex inquiries and correspondence; prepares information and data requested for administrative review; prepares reports, files, correspondence, contracts and other documents; may develop and prepare visual presentations, flyers, and graphic materials; may attend meetings & take minutes; may update web pages.
• Performs other related duties as assigned.

Licenses and Certificates
A valid license to drive in California may be required.

Physical and Mental Standards
Mobility: ability to sit and stand for long periods, move about an office, and occasionally reach above and below desk level.
Dexterity: fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes.
Lifting: occasional lifting of papers, files, equipment and material weighing up to 15 pounds.
Visual Requirements: close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
Hearing/Talking: ability to hear normal speech, speak and hear on the telephone, and speak in person.
Emotional/Psychological Factors: ability to make decisions and concentrate; frequent contact with others including substantial public contact; frequent deadlines and time-limited assignments.

Additional Applicant Information
BY THE CLOSING DATE, YOUR APPLICATION MUST BE ON FILE: To make application, go to: www.yosemite.edu choose: Job Announcements, choose: Search Jobs, choose: Accreditation/Assessment Process Specialist choose: Apply to this job
For assistance in making application, go to: “Online Application User Guide” listed in the sidebar of the webpage for step-by-step instructions on how to apply.
Online applications must be received no later than the closing date of Tuesday, April 30, 2013 by 11:59 P.M.
A list of public computer locations is available at: http://www.yosemite.edu/hr/Publiccomputerlist7-25-11.pdf
Applicants with ADA needs may contact Lucy Munoz, Human Resources Senior Analyst at 209-575-6901 to arrange for computer assistance.

NOTE:
Applicants are to submit online applications that include an application form, a personal letter of interest, a resume and two recent letters of reference signed and dated within the last year.

CLOSING DATE: All application materials must be submitted by Tuesday, April 30, 2013 by 11:59 P.M.

INTERVIEW/INFORMATION: The screening committee will evaluate all applications. Those applicants selected for personal interview will be notified by letter or phone. In accordance with Board Policy, official offers of employment will be made only by the Chancellor or Vice Chancellor/Human Resources, YCCD. Final appointment is subject to confirmation by the Board of Trustees.

Federal law requires the District to employ only US citizens and aliens authorized to work in the United States. Written verification of employment eligibility is required.

DUES DEDUCTION
BACKGROUND CHECK: This is a classified bargaining unit position. The District’s agreement with Chapter 420 of the California School Employees Association (CSEA) requires new classified employees, as a contractual obligation to CSEA, to — (A) become a dues paying member of CSEA, or — (B) pay a services fee to CSEA or — © if eligible as a conscientious objector, make a contribution to a charitable organization selected from among four listed in the classified agreement.

NOTE: A background investigation of new employees is required, including reference checks and a state criminal history report. The cost for the criminal history report will be the responsibility of the successful candidate.

Posting Detail Information

Open Date 04/15/2013
Close Date 04/30/2013
Open Until Filled No

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * Are you a U.S. Citizen?
   - Yes
   - No

2. * If you are not a U.S. citizen, are you legally authorized to work in the U.S.?
   - Yes
   - No
   - I am a U.S. citizen question does not apply

Applicant Documents

Required Documents
1. Resume / Curriculum Vitae
2. Cover Letter
3. Letter of Reference 1
4. Letter of Reference 2

Optional Documents
1. Other
2. Letter of Reference 3