

Curriculum and Student Outcome Assessment Specialist (MC)

Posting Details

College Information

Peralta/College Information

Merritt College

Merritt College is a public, comprehensive, two-year college, maintained by the Peralta Community College District in Alameda County. With a comprehensive day and evening program of transfer, technical, occupational and basic skills education, the College is committed to meeting the educational needs of the diverse student population it serves.

Located on a 125-acre site in the hills of East Oakland, Merritt College combines modern, spacious facilities with a spectacular view of the entire Bay Area. An integral part of a large, busy urban community, the location provides a sense of tranquility and peace.

Benefits Information

FRINGE BENEFITS

The Peralta Colleges proudly offers a competitive and comprehensive core of work-life benefits. The value of the employer contribution towards your benefits may increase your total compensation by as much as 47%. Benefit-eligible employees have access to coverage for themselves and eligible dependents:

- Medical, dental, vision, prescription drug insurance coverage*
- Life insurance of 150% of your income up to \$100,000.
- Long-term disability coverage.
- Employee Assistance Program.

In addition to your own contribution, Peralta also contributes 11.416% of your salary to the California Public Employees Retirement System (CalPERS). Effective January 1, 2013, the PEPRA (Public Employees' Pension Reform Act) went into effect. Changes have been implemented as a result of the adoption of this legislation that impact new and existing employees enrolled in CalPERS. A summary of those changes is available at <http://www.calpers.ca.gov/eip-docs/employer/program-services/summary-pension-act.pdf>. For further up to date information on CalPERS retirement eligibility and PEPRA, please visit the website at www.calpers.com www.calpers.ca.gov/. The CalPERS member handbook is available at <http://www.calpers.ca.gov/eip-docs/about/pubs/member/your-benefits-your-future-school-benefits.pdf>., please visit the website at www.calpers.com. After 10 years of creditable service, medical benefits in retirement are extended until age 65.

Other voluntary benefits include:

- Flexible benefit plan participation in the Medical Reimbursement Plan, Dependent Care Reimbursement Plan (under tax code 125)
- Pre-tax commuting expenses (under IRS code 132)
- Tax-deferred plan participation in the 403(b) and 457 plans
- Credit union membership
- Prepaid legal plan participation
- Additional Life Insurance for yourself, spouse or children

* Kaiser and United Health Care Dental are fully paid by the District. Other plans require employee contribution. Subject to change.

Position Information

Job Title

Curriculum and Student Outcome Assessment Specialist (MC)

Compensation	Salary Range: \$4,578 - \$5,526/month, Hiring Range: \$4,578 - \$5,026/month
Position Type	Classified
Department	Instructional-VP (651)
Job Description Summary	Under the direction of the Vice President of Instruction, performs a variety of specialized work related to the operations and functions of the College curriculum and assessment services. The incumbent coordinates information and resources for faculty and administrators in preparation of curriculum proposals and assessment documentation to assure compliance with State and local rules, regulations and policies and accreditation standards.
Duties & Responsibilities	<ul style="list-style-type: none"> • Maintains the college curriculum and corresponding databases by coordinating and tracking the curriculum-related documents (courses and programs) from development through Board and Chancellor's office approval as required. Ensures compliance with District policy and state curriculum regulations. Verifies information and assigns appropriate local, state, and federal codes; maintains current knowledge of state regulations regarding curriculum issues. • Serve as liaison and technical resource to the Curriculum Committee and Assessment Committee; assist in the preparation of the agenda and materials; develop and recommend timelines; update curriculum and academic programs websites; attend meetings and take minutes; assistance will be divided equally between curriculum and student outcome assessment processes. • Review and edit curriculum and assessment documents and course outlines as appropriate; assure compliance of District Board policies and Title V regulations; assist employees in completing on-line course outline forms. • May serve as liaison to State Chancellor's Office for college curriculum matters. • Assist administrators, faculty and others with research for courses and classes, including review of State and local rules, regulations and policies. • Interpret, explain and disseminate Title V regulations to divisions, administrators, faculty, and staff; compare and contrast changes to Title V regulations and make appropriate adjustments to materials and other resources as required. • Assist with the preparation, review, printing, distribution and updating college on-line and hardcopy publications including the catalog and handbook. • Produce various reports as required by state agencies, administrators, faculty and others regarding courses and classes offered by the College. • Update College's on-line curriculum changes using ASSIST. Update the list of College, IGETC, and CSU general education courses and UC Transfer Courses. • Serve on committees as assigned. Attend regional meetings and workshops related to curriculum and articulation as requested. • Enters raw data into spreadsheets for course, program, and instructional learning outcomes assessments. • Creates meaningful charts from raw data for review of assessment results, as well as other materials. • Coordinates the management of assessment information from course and program activities, as they relate to assessment action plan implementation. • Provides technical information, assistance and training to related administrative and instructional support staff users regarding the curriculum and scheduling components of current administrative software. • Coordinates with Curriculum Chair and Assessment Coordinator; inputs transfer and articulation information as well as learning outcomes data on computer systems and into curriculum or assessment databases • Maintains database files of College Course Outlines of Record; provides copies to students, faculty and staff as requested. • Reviews curriculum changes from CIPD to add courses and program learning outcomes to both curriculum and assessment databases. • Aligns curriculum and assessment databases and reports. • Perform related duties as assigned;
Minimum Qualifications	<ol style="list-style-type: none"> 1. Bachelor's degree from an accredited college or university and two years of experience in performing professional level work in the analysis, research and preparation of reports; or an equivalent combination of training and experience that could likely provide the desired knowledge and abilities to perform the duties of the position. 2. Demonstrated ability to prepare and maintain accurate and complete records.

3. Demonstrated experience and ability interpreting and applying a variety of rules, policies, and procedures relating to operations.
4. Work experience that involves analyzing situations accurately and taking an effective course(s) of action.
5. Ability to establish and maintain cooperative working relationships with others.
6. Experience taking notes at meetings and transcribing them with accuracy.
7. Knowledge and proficiency in the operation and use of personal computers, utilizing word processing, spreadsheet, and database management software programs (e.g., MS Office Suite, MS Word, Excel, MS Access and MS PowerPoint), the Internet browser, websites and e-mail.
8. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

Desirable Qualifications

Knowledge of:

- College curriculum;
- Title V regulations and related College instructional and student Policies and procedures;
- Policies related to student and instructional records;
- Curriculum and student learning outcomes requirements at the community college level;
- Curriculum and learning assessment management systems and databases;
- Specialized functions, activities and operations of an instructional services area;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- College organization, operations, policies and objectives, complex mathematical concepts.

Ability to:

- Speak and write effectively;
- Perform a variety of specialized work related to the operations and functions of the College's curriculum services;
- Interpersonal skills using tact, patience and courtesy;
- Use initiative and judgment while working independently;
- Perform specialized clerical and technical duties in an assigned instructional services area;
- Perform specialized technical duties in support of program activities;
- Set and meet deadlines, to learn articulation requirements and terms, answer telephones and greet the public courteously;
- Assemble, research, organize and prepare data for records and reports;

Environmental Demands

- Occasional work performed alone
- Constant work around and with people

Other Requirements**PHYSICAL REQUIREMENTS**

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

Tools & Equipment Used

- computers and standard office machines and equipment
- multi-line telephones
- department-specific equipment

Application Deadline Date April 9, 2014

Open Date

03/03/2014

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * How did you find out about the position?
 - Asian Week
 - California Community College Chancellor's Office website
 - Career Builder
 - Chronicle of Higher Education website
 - Chronicle of Higher Education newspaper
 - Community College Times
 - Craigslist
 - Diverse Issues in Higher Education
 - Hispanic Outlook in Higher Education
 - Job Fair, Conference or Workshop
 - Local Newspaper (Oakland Tribune, SF Chronicle, ect)
 - Peralta Jobs Website
 - Walk-In (PCCD Office of Human Resources)
 - Women in Higher Education
 - Word of Mouth
 - 24-Hour Job Line
 - Other
2. If you chose "Other" as your answer for the above question, please provide details (Open Ended Question)

Applicant Documents

Required Documents

1. Resume
2. Transcripts

Optional Documents

1. List of References
2. Other Document
3. Cover Letter
4. Letter of Recommendation 1
5. Letter of Recommendation 2
6. Letter of Recommendation 3
7. Curriculum Vitae
8. Training/Certification Document