GLENDALE COMMUNITY COLLEGE

RELEASED TIME/EXTRA PAY OPPORTUNITY ANNOUNCEMENT

Accreditation Coordinator

40% Released Time

Closing Date: October 5, 2012

Objectives of Assignment:

Co-coordination of college accreditation activities along with the Instructional Services Program Manager.

Description of Assignment:

- Works in conjunction with the Instructional Services Program Manager:
 - o to ensure that documents related to accreditation are submitted in a timely manner.
 - To provide current information related to accreditation to the Academic Senate, Board of Trustees and campus community.
- Works in coordination with the Instructional Services Program Manager,
 Dean of Research, Planning and Grants, Planning Coordinator, Program Review Coordinator
 and Student Learning Outcomes Coordinator(s) in the planning and implementation of all
 accreditation activities.

Supervision Exercised and Received:

Supervision provided by the Vice President, Instructional Services.

Tasks and/or Activities Required:

- Demonstrates knowledge of Accreditation Standards
- Participates in workshops, conferences, and other activities to ensure currency with accreditation standards.
- Works in collaboration with team members which include: the Dean of Research, Planning and Grants, Instructional Services Program Manager, Planning Coordinator, Program Review Coordinator, Accreditation Coordinator and Student Learning Outcomes Coordinator
- Participates in the organization of meetings, workshops and conferences as needed to facilitate the education of the campus community on the accreditation standards and completion of accreditation tasks as required.
- Coordinates accreditation activities with the planning process, the activities of Program Review and Student Learning Outcomes, the Academic Senate, and other intersecting governance activities as needed.
- Attends Planning, Program Review and SLO meetings as needed as a resource member.
- Facilitates, in conjunction with the Instructional Services Program Manager, the development of implementation plans; responsibilities; and timeline for college accreditation activities and associated materials.
- Serves on the following committees:
 - o Institutional Planning Coordination Committee
 - o Master Planning (Teams A and B)

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Preferred Qualifications:

- Tenured faculty member with significant institutional experience.
- Demonstrated organization and leadership skills.
- Experience writing long documents and or technical writing ability desirable.

Stipend and/or Released Time:

40% released time for 2012-2013 academic year. The released time will be reviewed for the 2013-2014 academic year.

Term of Assignment:

Two (2) years subject to an annual review by the RT/EP Committee and the availability of funding.

Application Procedure:

- 1. Interested faculty members should submit an application (attached) and letter of interest which clearly describes how the candidate is qualified to fulfill the duties of the position as listed on this announcement. The letter of interest must be received in the Human Resources Office by 4:30 p.m. on the closing date for consideration for this position.
- 2. A selection committee will interview the candidates for the position and make a final recommendation to the Vice President, Instructional Services.

Application forms are available in the

Office of Human Resources

CLOSING DATE: October 5, 2012



APPLICATION FORM

Accreditation Coordinator

40% Released Time

Closing Date: October 5, 2012

Attach Additional Sheets, If Necessary

Name:	
Current Position at GCC:	GCC Telephone Extension:
Relevant Experience and Education:	
Other:	
References:	
Employee Signature	Date