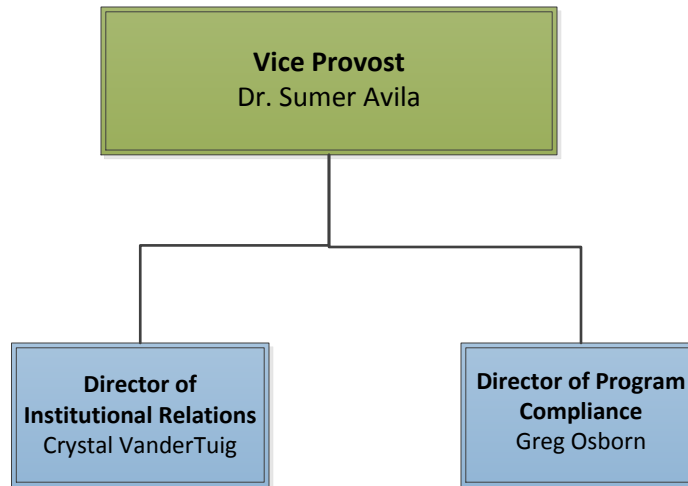







Accreditation Department Organizational Chart



-  Leadership Position
-  Management Position
-  Nonsupervisory Position

San Joaquin Valley College
Job Description

Job Title: Director of Institutional Relations
Department: Academic Affairs
Reports To: Vice President of Academic Affairs
Classification: Full-time, Exempt

Summary: The Director of Institutional Relations performs a variety of responsible, difficult and confidential tasks. This position requires great autonomy in the performance of daily activities and the use of refined judgments to apply extensive and specialized knowledge of administrative processes, procedures and practices.

Essential Duties and Responsibilities:

1. **Accreditation:** Serve as the College Accreditation Liaison Officer, responsible for coordinating, writing and submitting all reports required to assure compliance; prepare for and coordinate visits from accreditation site teams; serve as primary contact with accreditation office.
2. **Technical writing:** Write catalog and handbooks, maintain their currency, conduct training on their content, maintain electronic copies and portal postings.
3. **Meetings:** Coordinate meetings of the primary decision-making bodies of the College [Senior Management, Campus Directors, Executive Council, and Board of Governors]: prepare agendas, attend, prepare minutes, assign and follow up on tasks, map all activities to master plan.
4. **Institutional planning:** Use project management database to assure all milestones are current, all outcomes are tied to the master plan, and recurring events are calendared and assigned.
5. **Outcome assessment:** Use quantitative and qualitative data to assess results of projects; based on those results, archive, revise, or schedule each recurring project.
6. **Other duties as assigned.**

Supervisory Responsibilities: This job has no supervisory responsibilities.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Collects and researches data; uses intuition and experience to complement data; designs work flow and procedures.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; uses reason even when dealing with emotional topics.

Project Management – Coordinates projects; communicates changes and progress; completes projects on time.

Technical Skills – Assesses own strengths and weaknesses; strives to continuously build knowledge and skills; shares expertise with others.

Customer Service – Manages difficult or emotional employee/student situations; responds promptly to employee/student needs; solicits employee/student feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills – Maintains confidentiality; listens to others without interrupting.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

Diversity – Shows respect and sensitivity for cultural differences; promotes harassment-free environment.

Ethics – Treats people with respect; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; sets goals and objectives.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Safety and Security – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent changes, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives to meetings and appointments on time.

Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Baccalaureate degree required. Must have five years experience in executive, senior administrative experience.

Language Skills – Ability to conduct a high level of critical thinking, verbal, and written communications skills; ability to effectively present information in one-on-one and small group situations to employees, students and business associates.

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability – Ability to apply common sense understanding to carry out detailed written or oral instructions.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access and Outlook, and the ability to master proprietary and other software.

Other Qualifications: Must possess autonomy in the performance of daily activities and the use of refined judgment to apply extensive and specialized knowledge of administrative processes, procedures and practices.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk and hear. The employee is frequently required to stand and reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move 10 pounds, frequently lift and/or move up to 25 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

San Joaquin Valley College
Job Description

Job Title: Director of Program Compliance
Department: Academic Affairs
Reports To: Vice President of Administration
Classification: Full-Time, Exempt

Summary: The Director of Program Compliance provides leadership and oversight of all programmatic accreditation and regulatory body matters. This position applies specialized knowledge of administrative processes, procedures, and practices resulting in the highest level of programmatic compliance.

Essential Duties and Responsibilities:

- Maintains the official library of programmatic accreditation standards and requirements.
- Collects and audits programmatic outcomes such as licensure, exam pass rates, board results, certifications etc...
- Maintains compliance with programmatic staffing and training requirements
- Calendars and assists with the preparation of reports such as annual, substantive change, self-study, etc...
- Processes documents for STC, PC832, BSIS, VA, etc...
- Provide leadership critical to academic program review and outcomes assessment to meet accrediting standards and requirements
- Works with the Director of Admissions to communicate entrance requirements for each program, tied to curriculum objectives and program outcomes
- Develops standard for advisory board committees, including but not limited to: membership qualifications and participation requirements, member orientation, scheduling of meetings, and objectives of meetings
- Audit campus files.
- Approve and store in data room official documents: reports, letters, etc...
- Collaborate with Associate VP with research and development of new programs with potential programmatic accreditation
- Serves as a member of the Executive Council and keeps the council up-to-date on pertinent programmatic accreditation and other related areas
- Ensures programmatic materials are provided by the LLRC
- Supervises and supports training for the Coordinator of the LLRC.

Supervisory Responsibilities: This position manages Curriculum Specialist and shared administrative support and program coordinators at the corporate level. Provides technical oversight to Program Directors. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

Design – Generates creative solutions; translates concepts and information into images, brochures, videos and advertisements; uses feedback to modify designs; applies design principles; demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Project Management – Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

Technical Skills -Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Customer Service – Manages difficult or emotional employee or student situations; responds promptly to employee and student needs; solicits employee and student feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; present numerical data effectively; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Visionary Leadership – Inspires respect and trust.

Change Management – Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

Delegation – Delegate work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results.

Leadership – Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others.

Managing People – Includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies employee and student feedback; fosters quality focus in others; improves processes, products and services; continually works to improve supervisory skills.

Quality Management – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Business Acumen – Understands business implications of decisions; displays orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals.

Cost Consciousness – Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.

Diversity – Shows respect and sensitivity for cultural differences; promotes a harassment-free environment;

Ethics – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

Strategic Thinking – Develops strategies to achieve organizational goals; understands organization's strengths and weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.

Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Motivation – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Quantity – Meets productivity standards; completes work in a timely manner; strives to increase productivity.

Safety and Security – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives to meetings and appointments on time.

Dependability – Follow instructions, responds to Board of Directors' direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person of an alternate plan.

Innovation – Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Bachelor of Arts or Bachelor of Science in education, vocational education or designated subject. Five years experience teaching or administering a standards-based curriculum model.

Language Skills – Ability to read, analyze and interpret common technical journals, financial reports and legal documents; ability to respond to common inquiries or complaints from employees and students, regulatory agencies, or members of the business community; ability to write presentations and handbooks for publication that conform to prescribed style and format; ability to effectively present information to top management, employees, students and/or board of directors.

Mathematical Skills – Ability to work with mathematical concepts such as probability and statistical inference; ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability – Ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, PowerPoint, Access and Outlook; and master proprietary software used in student records.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to walk. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.