Notice of Position Vacancy

DIRECTOR of ASSESSMENT, COMPLIANCE & GRANTS
Development & Planning

Application Deadline: Open Until Filled

Salary: Commensurate with experience

Minimum Qualifications:
Master’s degree in Higher Education, Administration, Institutional Research or related field and a minimum of five (5) years teaching or administrative experience and experience with grants writing and evaluation required. Doctorate in Higher Education Administration, Institutional Research or a related field preferred. Degree and coursework must be from a regionally accredited college or university.

Duties and Responsibilities:
Directs the assessment and evaluation of the effectiveness of the College and its operational units by providing information for use in problem identification, decision-making, planning, appraisal, and continuous improvement, and researches and identifies appropriate funding sources and prepares and submits grant proposals. Provides guidance in developing and implementing measurements and evaluating institutional effectiveness; requests and accesses additional resources; oversees management of all administrative and academic program outcomes, data reports and analysis, and improvement implementation; and assists with other College projects. Directs all compliance and accreditation activities.

Application information is available at www.chipola.edu/personnel/jobs. Inquiries may be directed to Human Resources at pippenw@chipola.edu or (850)718-2269. Completed application, resume, and copies of college transcripts may be submitted to pippenw@chipola.edu or by mail to:

Chipola College
Human Resources
3094 Indian Circle
Marianna, FL 32446

Candidates may be subject to background investigations which may include, but are not limited to criminal history, credit history, driver’s license, and/or previous employment and references.

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college with regard to race, color, religion, ethnicity, national origin, age, veteran’s status, disability, gender, genetic information, marital status or any other protected class under applicable federal and state laws, in any college program, activity or employment.

Inquiries may be directed to Karan Davis, Associate Vice President of Human Resources and Equity Officer, 3094 Indian Circle, Building A, Room 184B, Marianna, FL 32446, 850-718-2205, davisk@chipola.edu