



# IMPERIAL VALLEY COLLEGE

(760) 352-8320 FAX (760) 355-2663  
P.O. Box 158, Imperial, California 92251

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## **CAREER OPPORTUNITY** **RESEARCH, PLANNING, AND GRANTS COORDINATOR**

**POSITION AVAILABLE:** Research, Planning, and Grants Coordinator Position for a growing community college located in Imperial County, California, an agricultural area in the southern California desert. This position is a full-time, tenure track, eleven-month contract assignment of 199 annual service days, 35 hours weekly, which may include some evening and weekends on an as needed basis. This position reports to the Superintendent/President or designee. The Research, Planning, and Grants Coordinator coordinate the institutional assessment processes and related research. Responsible for: strategic planning; data collection and measurement; results interpretation; grant proposals, management and compliance; and research findings accompanied by supporting recommendations. This is an eleven-month contract position of 199 annual service days

STARTING DATE: As soon as possible

### MINIMUM QUALIFICATIONS:

1. Must meet one of the following qualifications under (a) through (d):
  - (a) Possess a valid Lifetime California Community College Credential that permits full-time service as a Management;  
-OR-
  - (b) Possess a Master's degree, from an accredited institution, in business administration, business management, business education, marketing, public administration, or finance;  
OR
  - (c) Bachelor's degree in any of the above AND Master's degree, from an accredited institution, in economics, accountancy, taxation, or law;  
OR
  - (d) Possess a combination of education and experience that is at least equivalent to the above. (Applicants requesting equivalency must complete form provided in this application packet and provide supporting documentation).

-AND-

2. Demonstrate sensitivity to and ability to work with diverse academic, socio-economic, cultural, and ethnic backgrounds of community college students, including those with disabilities. (AB 1725, 87360a).

**DESIRED QUALIFICATIONS**

1. A Master’s degree in one of the Social Sciences with strong planning, measurement, and research methodology coursework.

**REPRESENTATIVE DUTIES:**

1. Perform, implement, and coordinate district-wide institutional research projects. Assist a variety of departments with project design, acquisition, and application of data, information and reporting.
2. Provide research as requested by the Chancellor’s Office guidelines and state mandates in areas related to planning, partnership for excellence, AACC research goals, District Master Plan guidelines, campus climate, and other areas.
3. Develop, coordinate, and oversee all district grant and other external funding activities, including obtaining information on available grants, editing and publishing applications, and submitting appropriate reports to various granting agencies.
4. Conduct grant writing, oversee and/or conduct grant compliance. Coordinate the district’s program review plan by working with administrators, faculty and staff who are collecting and reviewing data for individual reviews.
5. Act as a communication link between the faculty and administration in matters related to grants, research and planning by providing regular updates and announcements at campus meetings.
6. Develop a “networking” model to integrate the various aspects of this job with the overall administration of the college by working with the Superintendent/President, Executive Council, Administrators, and other shared governance constituents as deemed necessary to implement the District’s Master Plan. Responsible for interacting with staff from a diverse population. Work with other agencies and organizations in developing partnership projects. Perform other duties as assigned.
7. Provide expertise and act as district liaison for specially funded projects.
8. Supervise assigned staff.
9. Monitor the implementation and progress of the project including the collection of project data, documentation of data and program objectives and goals.
10. Create links, collaborate and maintain communication between with other agencies and other agencies in developing partnership projects.

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11. Perform related duties as required;
12. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (AB 1725, 87360a).

**COMPENSATION:** Salary range from \$49,820 to \$107,199; starting salary range from \$49,820 to \$70,871 (doctoral stipend available), depending upon education and experience. 199 annual service days, fringe benefits package includes employer-employee paid medical, dental, life, vision, prescription and salary protection plans. Academic employees are covered under STRS (State Teacher’s Retirement System).

### **PRIORITY FILING DEADLINE: TBD (Open Until Filled)**

It is the candidate’s responsibility to be sure that all required materials reach Human Resources by 5:00 p.m. (PST) on the priority filing deadline to be given priority consideration for the position.

1. A completed Imperial Valley College Application Form.
2. Typed responses to the Supplemental Questions.
3. A Professional Resume.
4. Request for Equivalency, if applicable.  
*(If you do not possess the minimum qualifications exactly as stated above, you must file for equivalency. If claiming equivalency, applicants are responsible for documenting all course work, degree programs and related professional experience at the time of application.)*
5. Copies of transcripts indicated degree(s) earned and course work taken, and a copy of a California Community College Credential, if credentialed.
6. Three current letters of recommendation from persons having first-hand knowledge of the applicant’s qualifications.

**PLEASE ONLY SUBMIT MATERIALS REQUESTED.**  
(In loose-leaf form - no folder or binding please.)

**All documents included in your application file become the property of the College and will not be returned. Your application file for this position will not be considered for future openings and new documents must be submitted for each opening.**

**APPLICATION PROCEDURES:** Application packets may be obtained by contacting the Imperial Valley College Human Resources Office as follows:

By Mail: Imperial Valley College  
Human Resources Office  
P.O. Box 158  
Imperial, CA 92251

By Telephone: (760) 355-6123

By Fax: (760) 355-6211

Download: [www.imperial.edu/employment](http://www.imperial.edu/employment)

**Special Accommodations: If you are in need of special services or facilities due to a disability in order to apply or interview for this position, please contact the Human Resources Office.**

**SCREENING/INTERVIEWING PROCEDURES:** A screening/interviewing committee will screen **complete application packets** and select applicants for interview. Interviews will be conducted at the Imperial Valley College campus in Imperial, CA. (Travel arrangements are at the applicant’s expense). The Committee

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will recommend a slate of final candidates to the President/ Superintendent, who may conduct a second interview. The President/Superintendent will submit the final candidate and recommend appointment to the Board of Trustees.

**Interviewees will be required to present a teaching demonstration of 15 to 20 minutes duration on a topic to be announced at time of interview.**

An offer of employment will be given contingent upon:

- (a) Successful completion of a medical examination based upon physical requirements of the job (includes a TB and drug and alcohol screen). Costs associated with the medical examination will be paid by the District.
- (b) Verification of eligibility to work in the United States.
- (c) Submission of a fingerprint card.
- (d) Verification of references/work history.
- (e) Receipt of official transcripts.
- (f) Approval by the Board of Trustees.

### NOTES:

1. The provisions of this announcement do not constitute an expressed or implied contract, and any provisions may be modified or revoked without notice.
2. The College reserves the right to re-advertise the position or to delay indefinitely the employment of a person for the position, if it is deemed that the applicants for the position do not represent an adequate and diverse applicant pool.
3. All application materials become the property of Imperial Valley College and will not be returned or applied to any other position.
4. Official transcripts of college work will be required prior to employment.
5. The College reserves the right to contact past employers of any candidate.
6. Imperial Community College District is committed to achieving staff diversity through affirmative action.

**\*AN EQUAL OPPORTUNITY EMPLOYER\***

