Cascadia College has earned a national reputation for excellence, with an integrated learning model and more than 70% of its students moving on to four-year programs. Co-located on a campus with the University of Washington Bothell, approximately 18 miles northeast of Seattle, Cascadia is currently seeking an innovative, collaborative, and dynamic individual for the position of Assistant Director of Academic Transfer Programs. Cascadia exempt employees enjoy 24 days of annual paid vacation (accrual based) and a personal leave day, summer work schedules with a 3-day weekend, a portable retirement package, tuition waivers, and other excellent benefits.

The successful applicant will have the following qualifications:

**Minimum Qualifications**
- Bachelor’s degree
- Strong technical abilities with computers, presentation software applications, spreadsheets, and databases
- Experience collecting, evaluating, and assessing program data
- Excellent interpersonal and team skills

**Preferred Qualifications**
- Master’s degree
- Work experience in higher education (advising, program management, student support services, teaching)
- Experience cultivating relationships with college faculty or members of other professional groups.
- Recruiting, promotional, or outreach experience, especially in the not-for-profit sector
- Experience with the Washington State Community and Technical College System
- Demonstrated commitment to pluralism and the ability to support a diverse workplace and educational environment

**The anticipated start date for this position is July 1st, 2015. This position may require occasional weekend and evening responsibilities.**

Applicants must submit the following for a complete application:
- Cascadia College application form (please click the link)
- Cover letter (no more than two pages that explain how the candidate’s experiences and qualifications demonstrate the minimum, preferred qualifications and characteristics of the job description)
- Resume
- Federal & State Reporting Form (optional)

For priority consideration, complete application packets must be received by the priority date of Monday, June 1, 2015 by 9am. Application submissions should be sent to applicant@cascadia.edu; please type in the subject line of the email AD-ATP. Faxed, mailed, and delivered applications to Human Resources will not be accepted. Application materials become the property of Cascadia College. For questions related to this position, please email applicant@cascadia.edu.

Corrected or extended notices for this recruitment will be posted on the College’s website (www.cascadia.edu/employment).

Cascadia College is committed to creating and supporting a diverse faculty, staff and student population. Individual differences are celebrated in a pluralistic community of learners. Cascadia does not discriminate on the basis of race, color, religion, sex and/or gender, sexual orientation, national origin, citizenship status, age, genetic information, marital or veteran status or the presence of any sensory, mental or physical disability, and is prohibited from discrimination in such a manner by college policy, state law and federal law. Persons with disabilities needing assistance in the application process may make requests to the Human Resources Director by calling (425) 352-8880.

In recognition of the Jeanne Clery Act, information on our campus safety can be found at www.uwb.edu/safety.
Assistant Director of Academic Transfer Programs

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<thead>
<tr>
<th>Full or Part-Time:</th>
<th>Full-Time</th>
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<tr>
<td>FLSA Status:</td>
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<td>Supervising Position:</td>
<td>Dean for Student Learning (Academic Transfer)</td>
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<td>Union Representation:</td>
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Position Summary:
Under the general direction of the Dean for Student Learning and in partnership with program faculty, the Assistant Director of Academic Transfer Programs collaborates with the Dean’s Office and faculty leaders to primarily 1) administer and assess academic transfer programs, 2) manage the process for recruiting, interviewing and hiring area Associate Faculty and 3) cultivate and maintain sites for community based-learning. Position provides professional program management expertise and is non-clerical in nature.

Essential Duties and Responsibilities

Program Administration
- Manage the process through which faculty review and revise the annual schedule of courses.
- Analyze course offerings based on enrollment and program development and provide recommendations for the Academic Transfer Dean, Discipline Coordinators, and faculty leaders.
- Manage the process for recruiting, interviewing and hiring part-time Associate Faculty including scheduling of meetings, developing forms and reports, collecting and disseminating documentation, and documenting the process.
- Develop and maintain an overview of faculty teaching preferences and loads.
- Monitor/track division budgets and make recommendations about resource allocations to the Academic Transfer Dean.

Program Development
- Collaborate with faculty to establish sites for community-based learning in local non-profits, community groups, schools, and businesses.
- Develop and maintain a database of community-based learning sites.
- Collaborate with faculty and students involved in community-based learning projects to identify and address administrative needs.

Program Assessment
- Coordinate the review of academic transfer programs, including scheduling the review process, contributing to data analysis, and maintaining data.
- Coordinate the assessment of community-based learning projects.
- Collaborate with institutional researcher to provide appropriate institutional data to the Dean and faculty leaders.

Communications
- Maintain the Academic Transfer Programs web site, social media and other networking channels.
- Develop, revise, maintain and advise on area policy, procedures, regulations, forms, and records with various stakeholders.

Frequency
- Monthly 40%
- Monthly 20%
- Monthly 25%
- Monthly 15%
**Education and Experience:**

**Minimum Qualifications**
- Bachelor’s degree
- Strong technical abilities with computers, presentation software applications, spreadsheets, and databases
- Experience collecting, evaluating, and assessing program data
- Excellent interpersonal and team skills

**Preferred Qualifications**
- Master’s degree
- Work experience in higher education (advising, program management, student support services, teaching)
- Experience cultivating relationships with college faculty or other professional groups
- Demonstrated commitment to pluralism and the ability to support a diverse workplace and educational environment

**Required Knowledge, Skills and Abilities:**

**Knowledge of:**
- Program practices and principles
- Staffing processes
- Report preparation techniques
- Budgets and recordkeeping principles
- Customer service principles
- English language, grammar, and punctuation

**Skill in:**
- Collaborating with professionals to develop/implement desired outcomes, programs and projects
- Assessing programs and working with institutional data
- Managing and executing multiple tasks
- Maintaining various confidential records
- Analyzing and developing policies and procedures
- Recognizing problems, identifying alternative solutions, and making appropriate recommendations
- Applying and explaining applicable regulations, policies, and/or procedures
- Preparing and proofreading a variety of reports and/or documentation
- Exercising judgment and discretion
- Interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction
- Strong organizational and problem-solving skills
- Excellent written and verbal communication skills
- High attention to detail
- Comfort in fast-paced, yet process-oriented workflow

**Ability to:**
- Support a pluralistic and diverse workplace/educational environment
- Work independently and manage multiple tasks within deadlines
- Demonstrate proficiency in database and spreadsheet development
- Work in a fast-paced environment with a high degree of accuracy and emotional intelligence
- Maintain confidentiality regarding student and institutional files
• Build relationships and collaborate effectively with various stakeholders inside and outside the institution

**Physical Work Environment:**

Semi-Sedentary Work: Involves staying in a stationary position to a significant degree. Jobs are sedentary if moving is required only occasionally and all other sedentary criteria are met. Work is performed at the Cascadia College campus and in a variety of local settings.

Position in this class typically require: operating a computer, communicating, observing and repetitive motions. Exerting between 10-30 pounds of force occasionally and/or a negligible amount of force frequently to transport, put, install, remove, or otherwise move objects, including the human body.

**Condition of Employment:**

Cascadia College maintains a drug free work and learning environment and prohibits smoking in all college buildings and state-owned vehicles. Cascadia College employees must be able to successfully work in and promote a pluralistic and diverse work and educational environment.

**NOTE:**

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the area.

__________________________________________________________________________  ______________________________________________________________________
Employee  Date

__________________________________________________________________________  ______________________________________________________________________
Supervisor  Date