

24. Learns and applies emerging technologies, as necessary, to perform duties in an efficient, organized, and timely manner.
25. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
2. Principles and practices of enrollment management.
3. Principles and practices of fiscal management, strategic, and facilities planning.
4. Pertinent federal and state laws and regulatory provisions.
5. College accreditation procedures, practices, and standards.
6. The development, implementation, and assessment of student learning and/or service area outcomes.
7. Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.
8. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
9. Advanced applied research, analysis, and reporting methods, techniques, and procedures.
10. Theories, principles, and methods of research project design, methodology, qualitative and quantitative analyses, and longitudinal and program evaluation studies.
11. Principles of software analytics and database structures and management.
12. Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
13. Principles and procedures of record keeping.
14. Modern office practices, methods, and computer equipment and applications.

