



## Applied Solution Kit (ASK) Coordinator Job Announcement

Join a highly creative, collaborative, and multi-faceted RP Group team working to deliver professional learning resources and opportunities designed to support California Community Colleges. The RP Group provides statewide leadership and research, planning, and professional development services that support inquiry and evidence-based decision-making to advance the success of all students. Quality, authenticity, equity, and collaboration are central drivers of all our organization's work.

With antecedents dating back to the mid 1960's, the RP Group began over two decades ago as a nonprofit membership driven organization for California community college institutional research and planning (IRP) professionals, designed to provide professional learning and networking opportunities. Over the last decade, our organization has grown exponentially in its size and scope, adding in the delivery of research, evaluation, planning, and technical assistance services, and expanding our professional development offerings--serving not only IRP professionals but also engaging the full range of community college educators, policy makers, funders, and intermediary groups.

**The RP Group is looking for a dynamic player to add to our team as the ASK (Applied Solution Kit) Coordinator.**

This position will help shape professional learning resources on key approaches to a variety of important topics for all California community colleges. The RP Group is a prolific producer of research and evaluation, institutional planning resources, and professional development activities. We are seeking an individual who is knowledgeable of and experienced with California community colleges, can help us amplify these efforts, and can ensure we purposefully and effectively engage those who can benefit from this work. This position will be a part of the organization's professional development team supporting the work of the variety of ASKs we are developing under the auspices of the CCCCCO and in collaboration with the wide variety of statewide California community college stakeholders associations.

The initial term for the ASK Coordinator position is two years and the position will be based in Sacramento, CA.

## The Opportunity

### *Project Coordination*

- Provide project coordination support across ASK development teams for activities that include all ASKs, including, but not limited to:
  - Calendaring meetings
  - Taking and sharing meeting notes
  - Coordinating inter-ASK activities
  - Developing proposals/scopes of work for further funding
- Coordinate all ASK work to ensure that deliverables are produced on time
- Provide support to each ASK lead
- Assure that each ASK team is supported in their efforts to develop a reliable standalone compilation of resources that California community colleges can easily access and use
- Develop research and evaluation plans, including methodology, and research design
- Work with stakeholders to ensure their satisfaction with each ASK
- Help to establish a process for ensuring quality standards
- Support the submission of timely ASK update reports

### *Development of Project Deliverables*

- Understand the different audiences and different purposes of each ASK
- Work with each ASK team to create coherence across the ASKs and assure each ASK is linked to the other ASKs to achieve a strategic effect that fulfills the vision of the work
- Assist with the identification, documentation, and in some cases careful vetting of case studies that may become exemplars for the field
- Write, review, and edit reports to ensure consistency across ASKs
- Ensure reports meet quality standards and are submitted on time
- Help plan, coordinate, produce, and disseminate ASK tools
- Work as a team member in producing and executing ASK convenings to a wide variety of CCCC stakeholders

## Ideal Skills

### *Planning and Organizing Skills*

- Excellent organizational skills sufficient to manage multiple projects and meet competing deadlines
- Ability to successfully handle competing, high-priority tasks quickly and successfully with effective results in a fast-paced environment
- Ability to problem solve and deal diplomatically with challenging issues, situations, and people
- Detail oriented
- Accomplished project manager

- Experienced with building focused professional learning resources, including instructional designs skills and ability to support subject matter experts with developing materials
- Ability to work with little direct supervision
- Experience managing and coordinating multiple timelines at the same time
- Experienced in literature review

#### *Research*

- Adept at rubric development
- Skilled researcher

#### *Communications Skills*

- Excellent writing skills to draft proposals, research reports, and other communications
- Excellent verbal and written skills and experience sufficient to interact with staff, consultants, constituents, practitioners, and clients
- Adept at building and maintaining relationships with a variety of stakeholders/personalities
- Demonstrated talent in making complex material user friendly
- Excellent presentation skills to convey research and evaluation findings to a variety of audiences

#### *Technology Skills*

- Ability to program and download hot links between resources
- High proficiency with Microsoft Office Suite (specifically MS Word, PowerPoint, and Excel)
- Experience with SPSS or comparable statistical software

#### *Other*

- Deep knowledge of the California Community College system
- Must live in the state of California

## Education and Experience

- Advanced degree or equivalent working experience in research or a related field
- Experience with research and evaluation methods, research design, and methodology

## Compensation

Salary depending on experience and qualifications.

## Application Procedure

For immediate confidential consideration, please submit a letter of interest and resume saved as Microsoft Word (.doc/.docx) or Adobe Acrobat PDF (.pdf) documents via **email to jobs@rpgroup.org**. **Please include in the subject line: ASK Coordinator. Application deadline: open until filled.**