

DAP* Position: Accreditation Writer/Editor

*DAP refers to "District Assigned Personnel," who are faculty members provided release time assignments to perform duties that serve the needs of the District.

Position Title: Accreditation Writer/Editor
Position Overview: The Accreditation Writer/Editor will have primary responsibility for writing the Institutional Self Evaluation Report document to be submitted to the Accrediting Commission for Community and Junior Colleges (ACCJC) as a key component of Rio Hondo's accreditation process. Working in conjunction with the Accreditation Leadership Team (ALT) and Standards Committees, the Writer/Editor will perform a sequence of writing and editing tasks leading up to submission of the final report in August 2014.
Term Length¹: Fall 2013, Spring 2014, and Fall 2014 semesters only
Next Term Start Date¹: Fall 2013 (position to be filled Spring 2013)
Release Time Assignment¹: 60% for Fall 2013 and Spring 2014 only; 20% for Fall 2014 only
Administrative Supervision: Vice President, Academic Affairs (as co-chair of Accreditation Leadership Team) and Accreditation Liaison Officer (ALO)
Key Duties & Responsibilities: <ol style="list-style-type: none">1. Help set preliminary guidelines for members of the Standards Committees to generate and record raw text (bullet points, lists, etc.).2. Assist co-chairs of the Standards Committees in monitoring submission of data, raw text, and other information into a centralized online repository of evidence (CORE).3. Review and synthesize all raw text submitted by members of the Standards Committees.4. Identify gaps in information and advise members of the Standards Committees where additional data or analysis is needed, in conjunction with other committee members designated to assist with data analysis.5. Compose multiple drafts of the Self Evaluation Report to share with members of the Standards Committees and others according to established timelines.6. Regularly attend meetings of the Accreditation Leadership Team (ALT) as an ALT member, and periodically attend meetings of the Standards Committees and Board of Trustees, as requested.7. Dialogue with other members of ALT and Standards Committees, and incorporate relevant feedback into subsequent revisions of the report.8. Create a comprehensive final report that reflects the ideas of ALT and the Standards Committees in a balanced and organized fashion.9. Assume a unified authorial "voice" in writing the report.

10. Edit the final document according to professional writing standards that pertain to grammar, mechanics, and style, in conjunction with other committee members designated to assist with editing.
11. Abide by ACCJC guidelines for formatting and submitting the final report document, in conjunction with the Office of Marketing and Communications.
12. After submission of the document, be available to consult with ACCJC staff and accreditation site team members, as needed.
13. Throughout the process, attend training and read accreditation-related materials to become familiar with ACCJC guidelines and concerns, as needed.

Employment Standards (Knowledge of):

1. Current ACCJC guidelines on accreditation.
2. Mission, philosophy, and goals of the College.
3. District organization, operations, policies, and procedures.
4. College governance structure and committee charges.
5. College planning and program review process.
6. College facilities and key personnel.
7. California Community College system and functioning at state, local, and institutional levels.
8. Profiles of communities served by the District.
9. General history of the College.

Employment Standards (Skills & Abilities):

1. Communicate clearly and concisely, both orally and in writing.
2. Prepare clear, comprehensive, and accurate reports, presentations, and correspondence.
3. Prepare comprehensive narrative and statistical reports.
4. Effectively utilize computer equipment, software, and information management systems in the performance of duties.
5. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
6. Meet schedules and timelines.
7. Work independently with little direction.

Minimum Qualifications:

1. Master's degree in a related field preferred; Bachelor's degree considered.
2. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Special Requirements:

1. Experience as a writer/editor on a major collaborative writing project.

¹The District retains the right to deny or reassign a release time position at any time based on changing needs for DAP. Assignment percentages and length of term may be adjusted by the District, as needed.