



RELEASED TIME/EXTRA PAY OPPORTUNITY ANNOUNCEMENT

eLumen/Database Coordinator

40% Released Time

Closing Date: February 5, 2024

Objectives of Assignment:

To implement GCC specific applications of eLumen (or other database) to provide the campus with a means to monitor course, program, and institutional SLOACs.

Description of Assignment:

The eLumen/Database Coordinator works with the Academic Senate and SLO Coordinator to implement eLumen (or other database) software into our student learning and assessment cycles (SLOACs).

Supervision Exercised and Received:

Supervision provided by the Vice President, Instructional Services.

Tasks and/or Activities Required:

- Performs data loads in coordination with IT department and database service providers
- Reports database issues to appropriate stakeholders
- In coordination with the LO Coordinator, serves as liaison between the LO Committee, the Academic Senate, and administration.
- In coordination with the LO Coordinator, plans and implements eLumen (or other database) trainings for faculty and staff.
- In coordination with the LO Coordinator, recruits faculty and staff in each division to be the faculty expert in eLumen (or other database).
- Communicates eLumen (or other database) data to appropriate stakeholders.
- Uses eLumen (or other database) software and collaborates with LO Coordinator and other campus groups such as the IPCC to develop ways to engage in dialogue, discussion, and alignment of practices based institutional outcomes.

Preferred Qualifications:

Knowledge of:

- a. accreditation standards and themes
- b. quality and definition of institutional, program and student learning outcomes.
- c. assessment practices and methods
- d. institutional practices (i.e., program review, embedding assessment, etc)
- e. college culture

Released Time/Extra Pay Opportunity
eLumen/Database Coordinator
40% Released Time
Page 2

Ability to:

- a. Facilitate groups of various sizes (individuals, departments, divisions, whole college)
- b. Motivate, organize, and problem solve
- c. Communicate and present to faculty and staff of diverse backgrounds, knowledge bases, and perspectives
- d. Monitor assessment processes
- e. integrate eLumen/Data Base software into the assessment process
- f. Collaborate and work well with other; build rapport
- g. Train and conduct workshops and work groups on complex issues

Stipend and/or Released Time:

40% released time

Term of Assignment:

3 years subject to an annual review by the RT/EP Committee and the availability of funding.

Application Procedure:

1. Interested faculty members should submit an application and letter of interest which clearly describes how the candidate is qualified to fulfill the duties of the position as listed on this announcement. The letter of interest must be received in the Human Resources Office by 4:30 p.m. on the closing date for consideration for this position.
2. A selection committee will interview the candidates for the position and make a final recommendation to the Vice President, Instructional Services.

*All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.
This position is subject to availability of continued funding.*



APPLICATION FORM

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Attach Additional Sheets, If Necessary

Name:	
Current Position at GCC:	GCC Telephone Extension:
Relevant Experience and Education:	
Other:	
References:	

Employee Signature

Date

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