

## Noncredit Program Researcher Job Description

The Noncredit Program Researcher, under the direction of the Vice President of Instruction, will research and develop a draft implementation plan for adding a Noncredit program at Crafton Hills College.

Research and planning (.5 release) Spring of 2016

1. Research the policies, procedures, programs and support services that are required in order to provide a quality Noncredit Program at Crafton Hills College
2. Develop a plan that outlines the goals and objectives for a Noncredit program as well as a timeline and a budget for implementing the Noncredit policies, procedures, programs and support services that are required in order to provide a quality Noncredit Program at Crafton Hills College.
3. Present the plan with the associated research for review and recommendation to the Academic Senate and to the Crafton Council.
4. Develop a list of Duties and Responsibilities that would be required of a full-time Noncredit Program Coordinator at CHC.

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