



# El Camino College

## Associate Dean – Mathematical Sciences



### THE POSITION

Under the direction of the Dean, assist in the administration of the Mathematical Sciences Division with the development, oversight and operations of the division and its programs. The Associate Dean will assist the Dean and lead the faculty with the coordination of program review, curriculum development, and assessment of student learning outcomes. The position will require evening and weekend activities. The Mathematical Sciences Division employs more than 100 instructors and enrolls more than 19,000 students annually in a program that encompasses developmental mathematics, college-level mathematics and computer science. The position will require evening and weekend activities.

### ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is situated on a beautiful and spacious 126-acre campus near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

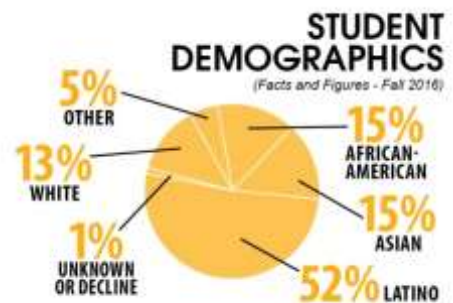
As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities.

El Camino College provides many opportunities for students to succeed. Through the Honors Transfer Program, El Camino College transfers hundreds of students each year to four-year universities around the country. Top transfer institutions include UCLA, USC and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.

With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

### MISSION STATEMENT

El Camino College makes a positive difference in people's lives. We provide excellent comprehensive educational programs and services that promote student learning and success in collaboration with our diverse communities.



# ASSOCIATE DEAN – MATHEMATICAL SCIENCES

**Division:** Mathematical Sciences  
**Posting Closing Date:** May 30, 2018  
**Req:** A1718-063  
**Location:** El Camino College  
**Position Type:** Academic Administrator

## REPRESENTATIVE DUTIES

The duties of the Associate Dean may include, but not be limited to, the following:

- Assist the Dean with leading the assigned division.
- Work directly with diverse faculty and staff to support the efforts of the Dean in the development and maintenance of academic programs, curriculum and schedules.
- Address student petitions, complaints and requests in accordance with El Camino College policies.
- Recommend and participate in the development of policy, as necessary, for the District to implement, evaluate, augment, and respond to outreach and non-traditional programs and services as needed.
- Directly interact with students, faculty, staff, and advisory councils and/or groups.
- Represent the Dean in his or her absence at college meetings, committees, and other official functions.
- Work closely with applicable stakeholders in developing proposals for grants and contract support.
- Organize committees for hiring faculty and staff and ensuring compliance with District personnel policies, procedures, and practices.
- Assist the Dean with supervising and evaluating faculty and staff.
- Handle personnel issues and adjudicate faculty, staff and student concerns.
- Work cooperatively with other administrators and supervisors to coordinate programs and services to meet student needs, and resolve conflicts and issues within the division and between divisions.
- Perform assigned program management responsibilities.
- Assist the Dean with managing the division's fiscal resources responsibly.
- Assist with developing division long-range plans, goals, and objectives.
- Perform related duties as assigned.

## REQUIRED QUALIFICATIONS

### KNOWLEDGE AND ABILITIES:

- Must understand and practice the principles of administration and supervision.
- Be able to plan and organize work.
- Assess and evaluate programs and personnel.
- Effectively communicate orally and in writing.
- Work cooperatively with others.

## EDUCATION AND EXPERIENCE

### MINIMUM QUALIFICATIONS:

- Requires a Master's degree or the equivalent and three full-time years of post-secondary teaching experience and one year of formal training, leadership or leadership experience related to the administrator's assignment.
- Must be sensitive to and have an understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds of students, and of persons with disabilities.

## DESIRABLE QUALIFICATIONS

- Master's degree in mathematics or other related field such as Computer Science or Engineering.
- Teaching experience in a broad range of mathematics, from basic skills to college-level.
- Experience implementing innovation in curriculum, technology or other aspects of academic programs.
- Experience assessing the effectiveness of courses and programs in achieving student learning outcomes.
- Experience leading or organizing professional development.
- Experience evaluating faculty and staff.
- Experience developing or managing grant-funded projects.

## COMPENSATION AND BENEFITS

### SALARY RANGE: \$115,869 - \$134,340

- The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental and vision insurance is available, toward which both the College and the employee contribute.
- Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days and are paid at 50 percent.
- Full-time employees contribute a percentage of their regular salary to either the State Teachers Retirement System (STRS) or to the Public Employees Retirement System (PERS) and Social Security.

## CONDITIONS OF EMPLOYMENT

Full-time, 12-month academic administrative position. Excellent fringe benefits, including eight 32-hour work weeks during the summer. Employment is dependent upon satisfactory employment verification, fingerprint check, and tuberculosis examination. Selected candidate must provide identification and work authorization.

## TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as ONE PDF document.
5. One letter of recommendation dated within the last 5 years.

**Foreign Transcripts:** Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

**Please Note:** Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.

**Closing Date:** Wednesday, May 30, 2018

## **INTERVIEW EXPENSES**

Only individuals identified for FINAL interviews are eligible to have their expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Candidate must complete a Travel Request and Reimbursement Form and submit it together with all supporting documentation to the Human Resources Department.

## **FOR FURTHER INQUIRIES AND APPLICATION MATERIAL SUBMISSION, CONTACT:**

**El Camino College**

**Human Resources Department**

Vanessa Watson

310-660-3593, Ext. 3476

[vwatson@elcamino.edu](mailto:vwatson@elcamino.edu)

16007 Crenshaw Boulevard

Torrance, CA 90506

*The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.*