



# El Camino College

## Assistant Director of Veteran Services



### THE POSITION

Under the direction of the Dean of Student Support Services or other senior administrator, the Assistant Director of Veteran Services manages services and programs for the District’s veteran and military-affiliated student population and works with faculty and staff to improve or enhance educational outcomes. The Assistant Director is responsible for fostering a student-centered, customer-service oriented environment within the department and for promoting cross-collaborative efforts with other student-support offices across the campus.

**This position is contingent upon the availability of state and federal grant funding.**

### 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.

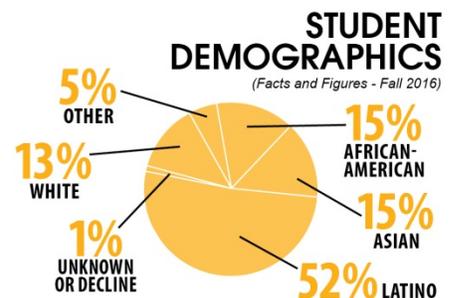
As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC’s commitment to educating its racially and socio-economically diverse student population including students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



# Assistant Director of Veteran Services

**Division:** Student Support Services  
**Posting Closing Date:** February 11, 2019  
**Req:** C1819-022  
**Location:** El Camino College  
**Position Type:** Classified Administrator

## REPRESENTATIVE DUTIES

- Develops, improves and/or enhances services and networking opportunities for veteran and military-affiliated students to achieve academic performance and educational outcomes.
- Organizes student support groups and other services that encourage higher rates of course completion, persistence, degree or certificate completion, transfers to four-year colleges and universities, and employment.
- Collaborates with Financial Aid and the Scholarship Office to help veteran/military-affiliated students identify and secure additional financial aid beyond what is provided by the military.
- Collaborates with faculty to ensure veteran/military-affiliated students are monitored throughout the semester so that early alert advising is triggered in a timely manner.
- Coordinates travel logistics and other arrangements in collaboration with the Transfer Center to facilitate student campus visits to four-year colleges and universities in California.
- Organizes career workshops with employers in areas of interest to veteran/military-affiliated students. Assists veterans and military-affiliated students with interviewing skills and overall job readiness.
- Consults with Institutional Research to develop survey tools that assess, monitor, and track the needs of veteran and military-affiliated students, including program satisfaction.
- Collects and analyzes data to identify emerging needs and/or ongoing trends. Maintains records and statistical data to prepare required reports for distribution, submission to outside agencies, and/or upper-level review.
- Initiates and maintains an interdisciplinary workgroup dedicated to reviewing compiled survey reports and focused on addressing identified needs and concerns of veteran and military-affiliated students, faculty, and services within the overall program.
- Identifies and recommends faculty professional development needs and other topics for student support workshops.
- Contributes to short and long-term department goal planning. Provides input regarding the department's budget.
- Manages all aspects of grant funds including submission of mid-year and year-end reports. Researches and applies for additional grant funding to support and enhance program services.
- Performs other related duties as assigned or requested.

## REQUIRED QUALIFICATIONS

### KNOWLEDGE OF:

- Experience and/or background in veteran services is highly desirable.
- Experienced in supervising, training, and providing work direction.
- Experienced in administrative grant-funded project management.
- Experienced in event planning, budget management, and report writing.
- Knowledge of State Education Codes and other laws pertaining to student veteran populations.

### ABILITY TO:

- Skilled in interpersonal verbal and written communication.

- Ability to manage multiple tasks and be flexible to changes.
- Ability to work with technical staff in developing technological solutions.
- Strong computer skills.
- Ability to supervise and evaluate the performance of assigned staff.
- Ability to establish and maintain cooperative and effective working relationships with other program administrators on campus and within the external community.
- Ability to work with a diverse veteran and military-affiliated student population.
- Ability to work effectively within a team and provide leadership to a team to achieve goals.
- Ability to adopt a “hands on” approach to complete tasks.

Licenses or Other Requirements:

- Valid California driver’s license.
- Veteran status is highly desirable

## **WORKING CONDITIONS:**

- May be required to drive to offsite locations periodically.
- Must be able to lift up to 25 pounds.
- Must be able to move from one work area to another.
- Hand, wrist, and finger dexterity required to operate various office machines.
- Work environment is highly multicultural and diverse in terms of demographics and opinions.

## **EDUCATION AND EXPERIENCE**

### **MINIMUM QUALIFICATIONS:**

- Bachelor’s degree from an accredited college or university preferably in education, counseling, business, public administration, or other related field. Experience in military service preferred but not required.
- At least three years of increasingly responsible management experience in working with veterans, including at least one year of experience in a supervisory capacity.
- Or any combination of education and experience that would likely provide the required knowledge and abilities to lead and manage veteran programs and services.

## **COMPENSATION AND BENEFITS**

### **SALARY RANGE: \$92,735 Annually**

- 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, twelve-month classified administrative position subject to a probationary period. Excellent fringe benefits including eight 32-hour work weeks during the summer. Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts.

Candidates selected for employment must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

## 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.

**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/el635.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:** Monday, February 11, 2019

## 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**  
Rocio Arellano  
310-660-3593, Ext. 3476  
[rarellano@elcamino.edu](mailto:rarellano@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.*