



El Camino College

Associate Dean of Humanities



THE POSITION

Under the direction of a Dean, assist in the administration of the assigned division with the development, oversight and operations of the division and its academic programs. The Humanities Division is the largest academic division on campus; it offers at least 400 sections per semester and manages 160 faculty. The Associate Dean will work closely with the Dean to provide development and assessment of student learning outcomes. The supervision of division personnel, the handling of student issues & the preparation of correspondence and reports will be among the Associate Dean's principal duties. The position will require evening & weekend activities. The Humanities Division, the largest division on campus, comprises the disciplines of English, English as a Second Language, Foreign Languages, Journalism & Library Information Science. The Humanities Division also houses the Writing Center which services students campus wide in one-on-one tutoring sessions to help students understand assignments and to work with them on pre-writing, essay writing, and grammar review. Our award-winning Journalism program offers both print and electronic publications. Humanities faculty frequently participate in the Study Abroad program.

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.

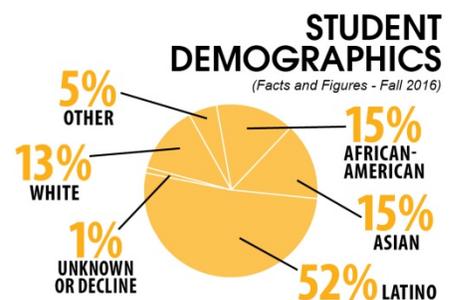
As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students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

Division: Humanities Division
Posting Closing Date: January 14, 2019
Req: A1819-014
Location: El Camino College
Position Type: Academic Administrator

REPRESENTATIVE DUTIES

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

- Assist the Dean with leading the assigned division.
- Work directly with diverse faculty & staff to support the efforts of the Dean in the development and maintenance of academic programs, curriculum and schedules.
- Address student petitions, complaints & 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 outreach and non-traditional programs and services and needs.
- 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 & contract support.
- Assist the dean with organizing 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 programs 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 OF

- Must understand and practice the principles of administration and supervision.
- Be able to plan and organize work.
- Assess and evaluate programs and personnel.

ABILITY TO

- Effectively communicate orally and in writing.
- Work cooperatively with others.

EDUCATION AND EXPERIENCE

MINIMUM QUALIFICATIONS

- Master's degree or equivalent*, Three full-time years of post-secondary teaching experience and on year of formal training or leadership experience related to the administrator's assignment.

- Sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.

*Equivalency to be determined by the El Camino Community College District Board Policy 4119 – Equivalence to the Minimum Qualifications.

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. This position will require evening & weekend activities. 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.

*Applicants selected for an interview will be given an additional writing assignment to be completed on the day of the interview.

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/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: Monday, January 14, 2019 at 3:00 p.m.

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

Pamela Jones

310-660-3593, Ext. 3478

pjones@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.