



El Camino College

Associate Dean of Industry and Technology



THE POSITION

Under the direction of the division Dean, the Associate Dean of Industry & Technology assists in the administration and development of industry and technology-related program initiatives including, but not limited to, the Strong Workforce Program, adult education, dual enrollment, PERKINS, and other related programs geared towards working adults and non-traditional populations of learners. The Associate Dean will provide oversight of day-to-day operations and administrative procedures to continuously improve processes and assist in expanding program offerings to meet enrollment goals and workforce needs.

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.

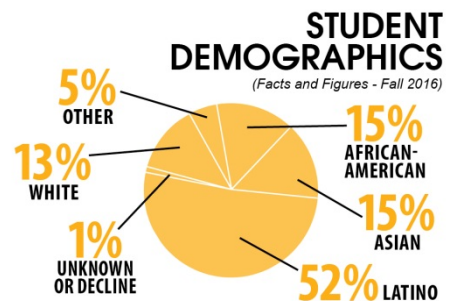
As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students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

Division: Industry and Technology
Posting Closing Date: March 12, 2019
Req: A1819-042
Location: El Camino College
Position Type: Academic Administrator

REPRESENTATIVE DUTIES

- Assist the Dean with leading the division and developing long-range plans, goals, and objectives. Assist in implementing programmatic direction, curriculum development, and scheduling. Work with project leads and faculty to coordinate non-credit and short-term industry and technology-related course offerings to address the interests of the local community. Monitor processes to ensure optimum productivity and utilization of resources.
- Work directly with a diverse group of faculty and staff to support the efforts of the Dean and academic programs that meet the workforce needs of a diverse student population. Analyze state, regional, and local labor market data to determine workforce trends and assess the degree of alignment to division programs. Assist the Dean in determining if existing certificate and degree program offerings meet workforce needs.
- Address and handle student petitions, complaints, and requests in accordance with El Camino College policies. Manage student concerns diplomatically and in a timely manner.
- Recommend and participate in the development of policies, as necessary, for the District to implement, evaluate, and/or augment in an effort to increase outreach and promote non-traditional programs and services that meet workforce development needs.
- Interact directly with students, faculty, staff, and advisory councils and/or other groups. Establish and maintain collaborative partnerships with local employers and workforce boards.
- Facilitate coordination and alignment of CTE and workforce development programs with local partners, regional occupational programs, adult education programs, and other colleges in order to enhance educational and career opportunities for students.
- Represent the Dean at college meetings, committees, and other official functions upon request. May represent the College on local and regional business and industry advisory committees and councils.
- Work closely with applicable stakeholders in developing proposals for grants and contract support. Assist in seeking and securing grants and other sources of funding through partnerships with employers and other local and regional entities.
- Assist the Dean with hiring, supervising, training, and evaluating faculty and staff. Ensure compliance with District policies, procedures, and practices. Understand contract provisions within the collective bargaining agreements when managing different personnel classifications. Provide work direction as needed.
- Manage personnel issues with faculty and staff. Counsel individuals as needed. Demonstrate and promote a collaborative approach to resolutions. Ensure involvement of pertinent stakeholders in decision-making processes as appropriate.
- Work cooperatively with other administrators and supervisors to coordinate programs and services to meet student needs. Resolve conflicts and issues within the division and between divisions.
- Assist the Dean with managing the division's fiscal resources. Monitor budgets and recommend measures to reduce operating costs while maintaining productivity and high quality service. Monitor grants and other contracts to ensure compliance and appropriate oversight.
- Perform other related duties as assigned or requested.

EDUCATION AND EXPERIENCE

- Master's degree or the equivalent and one year of formal training or leadership experience related to an administrator-level assignment.
- Knowledge of labor data analysis and workforce trends is required.

- Willingness to travel to off-site locations and conferences with occasional overnight stays is required.
- Two years of full-time teaching or counseling experience within a related field is desirable but not required.
- Sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic backgrounds of students and of persons with disabilities is a must.

OTHER QUALIFICATIONS

Knowledge/Areas of Expertise:

- Knowledge of CTE and workforce development initiatives including Strong Workforce, adult education, PERKINS, and other related programs.
- Knowledge of grants, budgeting, and project management.
- Knowledge of articulation, Guided Pathways, and relevant state and federal regulations.
- Knowledge of curriculum development processes.
- Knowledge of grant and contract administration, budget monitoring, and control.
- Knowledge of education theories and best practices for working with adults and non-traditional learners.
- Knowledge of Standard Occupational Classification system terminology and job requirements.
- Knowledge of principles of administration and supervision.
- Familiarity with community college CTE certificate and degree curriculum development and program approval processes.

Abilities/Skills:

- Ability to effectively communicate orally and in writing.
- Ability to work cooperatively with others.
- Ability to effectively collaborate with faculty to align certificate/degree programs with industry and workforce needs.
- Ability to work flexible hours, including evenings and weekends.
- Ability to perform duties in a timely fashion with attention to detail.
- Ability to plan and organize work.
- Skilled in administrative organization and management practices.
- Skilled at assessing and evaluating programs and personnel.

Licenses or Other Requirements:

- Valid California driver's license.

WORKING CONDITIONS:

- Must be able to work a flexible workweek which includes some evening hours and occasional weekend assignments as needed.
- May be assigned to an off-campus location.
- Duties are performed in an office environment, at a desk, or at a computer.
- Contacts done in person or on the telephone with executive, management, supervisory/ academic/classified staff, and the general public.
- Requires travel, sometimes overnight for meetings, conferences, and events.
- Typically may sit for extended periods of time. Operate a computer keyboard. Communicate over the telephone and in person. Regularly lift, carry, and/or move objects weighing up to 25 pounds.
- A sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and students with disabilities.

COMPENSATION AND BENEFITS

SALARY: \$119,009.00 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.

Health, Life, Dental and Vision Insurance

- 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.

Sick Leave and Disability

- 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 fifty percent.

Retirement

- 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. Upon termination, STRS or PERS retirement contributions may be withdrawn in full, plus accumulated interest. Various benefit options are available for employees upon retirement.

CONDITIONS OF EMPLOYMENT

Full-time, 12-month 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: Tuesday, 03/12/2019 by 3:00 p.m. PST

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: Tuesday, 03/12/2019 by 3:00 p.m. PST

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
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.