



# El Camino College

El Camino College invites applications for

## Dean, Enrollment Services



### THE POSITION

*Under general direction of the Vice President, Student Services, the dean of enrollment services plans, directs, manages, supervises, oversees, and coordinates the Enrollment Services Division, which includes Admissions and Records, Financial Aid, International Student Program, outreach, assessment, orientation and other assigned departments. The dean ensures the integrity of all policies, procedures and programs, and works to support the college as a whole. The dean also coordinates assigned activities with other District departments, divisions and outside agencies, and provides highly responsible and complex administrative support to the Vice President, Student Services.*



 **99**  
**DEGREE  
PROGRAMS  
OFFERED**

 **83**  
**CERTIFICATE  
PROGRAMS  
OFFERED**

 **2,463**  
**DEGREES AWARDED  
IN 2015-16**

**MORE THAN**  
 **900**  
**FULL- & PART-TIME  
FACULTY**

## 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.

## ABOUT EL CAMINO COLLEGE

El Camino College is situated on a beautiful and spacious 126-acre campus near Torrance, California. Located in Los Angeles County, just minutes from South Bay beaches, El Camino College is surrounded by high-tech industries including aerospace, logistics, multimedia and service corporations.

El Camino College is a vibrant learning community that has served the cities of El Segundo, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Lennox, Manhattan Beach, Redondo Beach, and Torrance since 1947.

As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester. Students have access to excellent academic offerings, career and technical education programs, exceptional student services, new and technologically advanced classrooms, as well as tutoring and mentoring programs.

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 Berkeley. El Camino College is regularly among the top three community colleges in Southern California for students admitted to UCLA via the Transfer Alliance Program. Students are also supported by an extensive scholarship program, with approximately \$800,000 awarded annually.

With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campuswide. 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.





## DEAN, ENROLLMENT SERVICES

<b>Division:</b>	Student Services
<b>Closing Date:</b>	Wednesday, August 16, 2017 at 3:00 p.m.
<b>Req:</b>	A1718-001
<b>Location:</b>	ECC Campus
<b>Position Type:</b>	Academic Administrator

### REPRESENTATIVE DUTIES

- Provide managerial direction including planning, coordination, evaluation and accountability for admissions, International Student Program, financial aid, registration, records management and the awarding of degrees and certificates. Integrate the functions of the Division in a manner that is responsive to student needs, the campus and the community.
- Provide leadership in the evaluation and improvement of processes within Enrollment Services to assure that all services provided to students are prompt, efficient and lead to a seamless enrollment experience for the student.
- Plan, organize, control, and direct the registration of District students; direct the review and processing of student enrollment applications; ensure proper, timely, smooth and efficient registration processes; prepare related Admissions and Records information for the catalog and class schedules.
- Prepare and maintain accurate state and federal reports, including student attendance accounting records, student permanent records, student residency, faculty grades and attendance records, registration and enrollment statistics, and other records as assigned; participate in audits of records as assigned.
- Coordinate department programs, services, and communications between administrators, faculty, staff, other departments and divisions, outside agencies, governmental agencies, students, and the public; establish and maintain partnerships in support of department activities.
- Monitor changes in laws, regulations, and technology that may affect District or departmental operations; implement policy and procedural changes as required.
- Provide general oversight and supervision for staff in directly assigned departments; allocate personnel and resources to optimize departmental efficiency and effectiveness.
- Consult with the Information Technology Services Division and participate in the development and enhancement of specialized automated systems; maintain current knowledge of the latest technology related to functional areas, including hardware and software capabilities; provide major input to long-range technology planning decisions.
- Oversee the development, implementation, maintenance, and evaluation of Enrollment Services and ensure that state and federal regulations are implemented in academic policies; anticipate legal ramifications, including but not limited to, security, privacy and identity theft, and fraud.
- Participate in outreach activities and maintain effective communication with feeder school districts, community-based organizations and public agencies; develop and participate in college-community partnerships; make public presentations on behalf of the college.
- Implement strategies and processes to perform and assess outcomes measures for programs and services; make recommendations for improvements based on assessment.
- Manage, develop and administer, in collaboration with Division managers, the Division's annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approval of expenditures; direct and implement adjustments as necessary.
- Attend, participate in and represent El Camino College on relevant statewide and regional organizations and committees as appropriate; provide planning and operations assistance to executive management of the College through active participation and leadership on task forces, committees and councils.

- Oversee the development of the Division calendar and contribute to the development of the campuswide calendar for registration activities.
- Travel off-site, if necessary; must be able to work under tight timelines.
- Perform other related duties as assigned.

## REQUIRED QUALIFICATIONS

### KNOWLEDGE OF:

- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles, practices, procedures, and techniques involved in development, implementation, and evaluation of enrollment services programs, services, plans, strategies, processes, systems, projects, goals, and objectives.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations including Title 5 and Education Codes related to attendance accounting, residency, student and faculty rights, record keeping and related matters.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment and applications.
- Effective communication skills, both verbal and written.

### ABILITY TO:

- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Communicate effectively, both verbally and in writing, with faculty, staff, students and community members.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

## EDUCATION AND EXPERIENCE

- A master's degree from a regionally accredited college or university or the equivalent\* and three years of experience in programs related to the assignment and one year of leadership or administrative experience.
- Sensitivity to and understanding of multicultural, diverse environments and college students from diverse academic, socio-economic, cultural, and ethnic backgrounds.

\*Equivalency to be determined using the El Camino Community College District Board Policy 4119 - Equivalence to the Minimum Qualifications.

## SALARY RANGE

\$131,076- \$151,951 Annually

## CONDITIONS OF EMPLOYMENT

Full-time, 12-month academic 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.

## 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.

## 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 Office.

## TO APPLY

An applicant must submit the following by the closing date: **8/16/17 at 3 p.m.**

1. Online application: [https://elcamino.igreentree.com/css\\_academic](https://elcamino.igreentree.com/css_academic)
2. Cover letter describing how applicant meets the qualifications.
3. Resume 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.) [Foreign Transcripts info on page 5]
5. Evidence of a valid community college credential, if applicant holds one.

If you need assistance you may call 310-660-3593, Ext. 5809 between the hours of 8 a.m. and 4 p.m. Monday through Friday.

*The campus will be closed Fridays June 23 through August 11.*

Due to the large volume of calls received on closing dates, we highly recommend that you **do not** wait until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. **Positions close promptly at 3 p.m.**





## COMPENSATION AND BENEFIT HIGHLIGHTS

### 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.

*The El Camino Community College District is committed to providing equal opportunity in which no person is subjected to discrimination on the basis of national origin, religion, age, sex (including sexual harassment), race, color, gender, physical or mental disability, or retaliation.*

