



# El Camino College

## Associate Dean of Counseling and Student Success



### BASIC FUNCTION

Under the direction of the Dean, the Associate Dean of Counseling and Student Success assists in the administration of division operations and programmatic implementation of counseling-related initiatives outlined in the Student Equity and Achievement (SEA) 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.

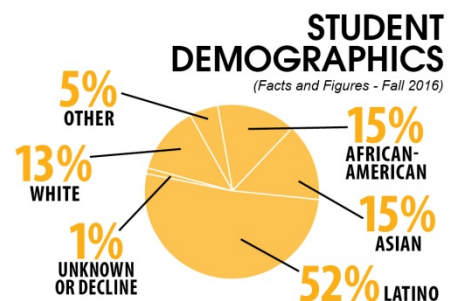
As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students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

**Division:** Counseling & Student Success

**Posting Closing Date:** May 28, 2019

**Req:** A1819-050

**Location:** El Camino College

**Position Type:** Academic Administrator

## REPRESENTATIVE DUTIES

Assist the dean with leading the division including the development of long-range plans, goals, objectives, and fiscal resources. Support efforts of the Dean in the development and maintenance of student service programs, schedules, and/or division policies and procedures as needed. Assist in organizing committees for hiring faculty and staff.

Work directly and cooperatively with faculty, staff, students, supervisors, administrators, and advisory councils and/or groups to coordinate programs and services that meet student needs (i.e., services for students written in the SEA Plan, Guided Pathways, and the Counseling Program Review initiatives.)

Resolve conflicts and/or issues in accordance with College policies. Handle student petitions, complaints, and requests and adjudicate student concerns as needed. Manage personnel issues involving faculty and/or staff and facilitate resolutions.

Interpret, enact, and monitor the initiatives outlined in the Student Equity and Achievement (SEA) Program. Supervise employees to ensure that orientation, placement, student education plans, counseling/advising, and follow-up services for students are rendered in compliance with district policies and procedures, and state requirements.

Monitor the SEA budget to ensure that all expenditures are consistent with the plan and funding guidelines of the State. Support preparation of the annual SEA Plan and budget and ensure its on-time submission to the California Community Colleges Chancellor's Office.

Coordinate and implement programs that align the College's Student Success initiatives with closing student equity gaps and achieving the goals of Guided Pathways.

Manage the process for academic and progress probation and trouble-shoot student retention issues relating to loss of priority registration and/or fee waivers.

Prepare and edit drafts of the Annual Performance Report for review by the Vice Presidents and assist in completing required Annual Performance Reports.

Ensure that the services rendered to students are properly recorded each term for Management Information System submission purposes and validate the accuracy of data to be submitted.

Collaborate with Information Technology Services to explore and implement computer hardware and software programs to meet the goals outlined in the SEA Plan and Guided Pathways. Implement educational planning software and ensure that the system remains up-to-date with the College's curriculum requirements in coordination with counseling faculty. Coordinate training on systems and programs for all counselors.

Work closely with applicable stakeholders in developing proposals for grants and contract support. Coordinate and align work with other complimentary grants.

Ensure compliance with statewide Multiple Measures Assessment and validate for disproportionate impacts on underrepresented populations.

Hire, supervise, and evaluate classified personnel. Provide training to ensure compliance with policies, procedures, and regulations and to provide excellent customer service. Supervise counselors assigned to carry-out services outlined in the College's SEA and Guided Pathways plans.

Participate in and travel to professional development functions locally and throughout the state to ensure compliance with state and institutional policies, procedures, and regulations.

Collaborate with the Office of Marketing & Communications to develop, maintain, and update materials to inform students of the requirements of the Student Equity and Achievement Program.

Serve as a Campus Security Authority (CSA) for Clery Act reporting requirements. Maintain up-to-date certification for CSA status.

Represent the Dean in their absence at college meetings, committees, and other official functions as requested.

Perform other related duties and responsibilities as assigned.

## **REQUIRED QUALIFICATIONS**

### **KNOWLEDGE OF**

Master's Degree in counseling, psychology, educational or career counseling, or related discipline and two years of direct work experience in Student Services including one year in a coordinating or supervisory capacity.

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

Knowledge of higher education in community colleges, including the mission of the California Community Colleges.

Student Equity and Achievement Program regulations and implementation strategies

Policies and regulations pertaining to assigned counseling and student services functions.

Technological advancements and their application to counseling and student services.

Development, implementation and monitoring of budget; resource development.

Principles and practices of effective management, supervision, and training.

Planning processes, including an understanding of key performance indicators, goals and measurable objectives, and how to write them.

#### Abilities/Skills:

Demonstrate sensitivity to and understanding of college students that come from diverse academic, socioeconomic, ethnic and racial backgrounds.

Develop positive rapport with assigned personnel to develop a sense of teamwork.

Interpret, apply, and enforce federal, state, and institutional policies, procedures, and regulations.

Work independently on complex issues and processes.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.  
Operate computer hardware, computer software, and other appropriate office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Interpersonal skills using tact, patience and courtesy.  
Effective collaboration, communication, and consensus-building techniques.

Licenses or Other Requirements:

Valid California driver's license

**WORKING CONDITIONS:**

May be required to drive to off-site locations periodically.  
Move from one work area to another.  
Hand, wrist, and finger dexterity to operate various office machines.  
Diverse work environment.  
Ability to lift up to 25 pounds.

**CONDITIONS OF EMPLOYMENT**

Full-time, twelve-month academic 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.

**COMPENSATION AND BENEFITS**

**SALARY RANGE: \$119,009 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.

**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: Tuesday, May 28, 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**  
Rocio Arellano  
[rarellano@elcamino.edu](mailto:rarellano@elcamino.edu)

*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.*