



El Camino College

Dean of Mathematical Sciences



THE POSITION

The Dean of Mathematical Science will head a division that includes 39 full-time and 62 part-time faculty members. The division is comprised of the mathematics, computer science and engineering programs. The Mathematics Dean interacts closely with the Natural Sciences Division to collaborate on STEM projects and will help develop the STEM meta-major for El Camino students as part of the Guided Pathways team. The dean is directly involved in the oversight of the campus MESA Center, the Math Study Center and an NSF collaborative computer science grant, partnering with California State University, Dominguez Hills. The division is looking for a positive, student-centered leader focused on issues of student equity and who sees the teaching of math as a dynamic pursuit.

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.

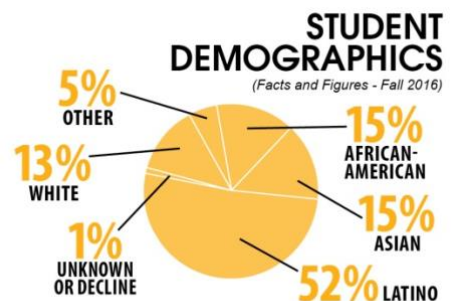
As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students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



Dean of Mathematical Sciences

Division: Mathematical Sciences
Posting Closing Date: February 11, 2020
Req: A1920-028
Location: El Camino College
Position Type: Academic Administrator

REPRESENTATIVE DUTIES

- Work effectively with faculty, staff, and administrators in a participatory governance environment to accomplish the mission and goals of the College and Division.
- Provide leadership for program development and work directly with a diverse faculty and staff to plan for curriculum additions, revisions, and deletions; set priorities for resource needs, provide program analyses, multi-year instructional plans and participate in strategic and long-range instructional planning for the District and the division.
- Support a climate that promotes innovation and improved service to students and the community; cooperate with staff and other managers to develop processes that are student friendly and supportive of student success.
- Engage and collaborate in projects and partnerships with community agencies and other educational institutions.
- Direct special instructional-related services or programs as directed by the Vice President.
- Prepare and/or review documents for program and course development and design schedules of classes to meet the needs of a diverse student population in concert with faculty.
- Confer with faculty and staff regarding ideas for program improvement to identify resources for development through grants, special projects, and other appropriate agencies.
- Maintain current knowledge of new developments, innovations, and technology; recommend changes to maintain relevance of division programs and to meet the educational needs of students and community.
- Exercise leadership in the development of the division budget, manage financial resources consistent with College policy and sound financial management principles.
- Work cooperatively with faculty, staff, administrators, and supervisors campus-wide to coordinate programs and services across the curriculum and at all off-site locations to meet student needs.
- Encourage excellence in all division activities; assist in the training and orientation of new faculty and staff; determine needs for faculty and staff development.
- Evaluate faculty and classified staff; organize committees for hiring processes and assure compliance with District personnel policies, procedures and practices.
- Respond to and seek resolution of complaints arising from division activities.
- Represent the division effectively in the Academic Affairs area and the College at-large.
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE

- Master's degree or higher in Mathematics, Computer Science, Engineering, Astronomy, Chemistry, Geology or Physics.
- Three years of full-time or equivalent part-time post-secondary teaching experience.

- One year of leadership experience in post-secondary education.
- Sensitivity to and understanding of diverse academic, socioeconomic, cultural, and ethnic backgrounds of college students, and of individuals with disabilities.

OTHER QUALIFICATIONS

Knowledge/Areas of Expertise:

- Earned doctorate.
- Ability to collaborate with and coordinate large numbers of individuals while exercising initiative, diplomacy, tact, creativity, and balance.
- Ability to work independently and effectively while handling multiple tasks.
- Community College experience within the last five years.
- Experience with the development and integration of technology into instructional programs and resources.
- Experience evaluating and implementing Open Educational Resources
- Experience in grant proposal writing and grant management.
- Forward thinking change agent to focus on positive, student centered, dynamic math instruction.

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: \$136,729.00 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, 02/11/2020 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, February 11, 2020 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
Mark Rogers
310-660-3593, Ext. 3479
mrogers@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.