



El Camino College

Associate Dean, Academic Affairs



THE POSITION

Under the direction of the Vice President, assist in the administration of the development, oversight, and implementation of policies, processes, and programs in the Academic Affairs area. Provide leadership for assigned strategic initiatives and the effective use of resources to enhance academic planning, student access and success, and overall academic quality.

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.

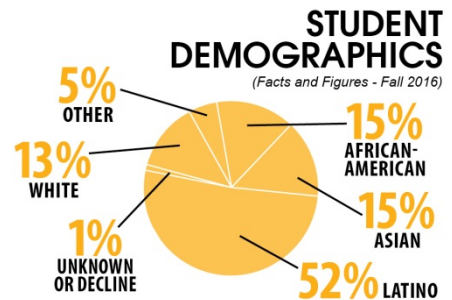
As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students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



Associate Dean, Academic Affairs

Division: Academic Affairs

Posting Closing Date: April 15, 2021

Req: A2021-018

Location: El Camino College

Position Type: Academic Administrator

REPRESENTATIVE DUTIES

- Evaluate, analyze, and interpret quantitative, qualitative, and historical data. Translate data into insights and narratives in consultation with Institutional Research and Planning. Prepare analytical and statistical reports. Communicate findings in a clear and effective way throughout the college to support decision-making.
- Oversee the development of the class schedule with staff. Ensure that data elements in the class schedule are coded accurately and completely.
- Oversee the development of the College catalog with staff. Ensure that curriculum data in the catalog, course schedules, and other publications is accurate and consistent.
- Coordinate the development, assessment, and monitoring of student learning outcomes with faculty and deans.
- Coordinate the development, assessment, and monitoring of program review.
- Coordinate the development and monitoring of curriculum.
- Coordinate, organize, and train faculty and staff in the preparation of all aspects of accreditation.
- Coordinate the development, scheduling, and promotion of an evening/weekend program for adult learners.
- Interact with students, faculty, staff, and advisory councils and/or groups.
- Engage in participatory governance at college meetings, committees, and other official functions.
- Work closely with applicable stakeholders in developing proposals for grants and contract support.
- Oversee faculty and staff working on special projects.
- Work cooperatively with other administrators and supervisors to coordinate programs and services to meet student needs and resolve conflicts and issues.
- Perform assigned program management responsibilities. Ensure that programming initiatives are progressing in a timely manner and realizing the intended outcomes.
- Serve as a Campus Security Authority (CSA) for Clery Act reporting requirements. Maintain up-to-date certification for CSA status.
- Perform other related duties as assigned. Provide highly responsible and complex professional assistance to the Vice President.

EDUCATION AND EXPERIENCE

- Education and Experience:
- Master's degree or the equivalent.*
- Three (3) years of full-time teaching/counseling or related experience.
- One (1) year of formal training or leadership experience related to the position.
- Must be sensitive to and have an understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds of students, and of persons with disabilities.
- * Equivalency to be determined using the El Camino College District Board Policy 4119, Equivalence to the Minimum Qualifications.

OTHER QUALIFICATIONS

Knowledge/Areas of Expertise:

- Knowledge/Areas of Expertise:
- Curriculum Development
- Student Learning Outcomes and Assessment
- Program Review
- Planning
- Data Analysis
- Accreditation Standards
- Teaching in Post-Secondary Education
- Report Writing

Abilities/Skills:

- Interpret and apply a variety of rules, regulations, policies, and guidelines including Federal and state legislation and California Education Code.
- Analyze problems.
- Effectively counsel and assist staff, faculty, administrators, and the general public.
- Communicate effectively both orally and in writing.
- Review and analyze data and make recommendations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Assign and review the work of others.
- Work independently with little direction.
- Use personal computer and operate standard office equipment with proficiency.

Licenses or Other Requirements:

- Valid California driver's license.

WORKING CONDITIONS

- Must be able to drive to offsite locations periodically.
- Must be able to move from one work area to another.
- Requires hand, wrist, finger dexterity to operate various office machines.
- Must be able to work in a multicultural, diverse work environment.

CONDITIONS OF EMPLOYMENT

Full-time, twelve-month academic administrative contracted position beginning July 1, 2021. Excellent fringe benefits including eight 32-hour work weeks during the summer. Working hours will be Monday through Friday, 7:45 a.m. until 4:30 p.m. Will oversee the evening and weekend programs.

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, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

SALARY: \$119,009.00 Annually

COMPENSATION AND BENEFITS

- 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.

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>.

Applicants with disabilities requiring special accommodations must contact Human Resources at least five (5) working days prior to the final filing date:

https://elcamino.formstack.com/forms/reasonable_accommodation_requestform

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.

If you need assistance you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email: hr@elcamino.edu.

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 3:00 p.m.

Closing Date: Thursday, April 15, 2021 by 3:00 p.m. PST

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

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

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published Annual Security Reports and all required statistical data, which can be found on the Police Department webpage at www.elcamino.edu/about/depts/police/cleryact/index.aspx. These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the Police Department and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.

El Camino College is an Equal Opportunity Employer

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.