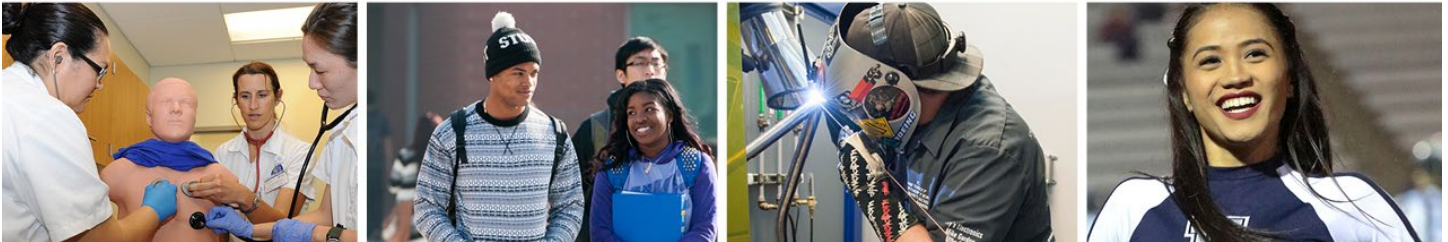




# El Camino College

## Vice President, Student Services/ Assistant Superintendent



El Camino College seeks a visionary, innovative, strategic, passionate, and experienced Vice President of Student Services / Assistant Superintendent who will foster campus collaborations that support the next stage of growth and achievement for El Camino College.

### ABOUT EL CAMINO COLLEGE

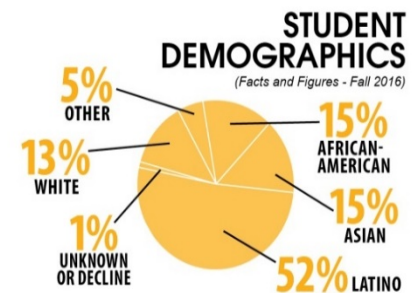
El Camino College (ECC) is situated on a beautiful and spacious 126-acre campus near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, 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 several 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 innovative and excellent comprehensive educational programs and services that promote student learning, equity, and success in collaboration with our diverse communities.



# VICE PRESIDENT, STUDENT SERVICES/ ASSISTANT SUPERINTENDENT

**Division:** Student Services

**Posting Closing Date:** 12/02/2022

**Req:** A2223-004

**Position Type:** Educational Administrator

## BASIC SUMMARY OF DUTIES

Under the direction of the Superintendent/President, provide overall leadership in the development, direction and evaluation of all student services and other programs as assigned within the El Camino College District. Provide skilled, innovative, collaborative administration and leadership anticipating and managing matters that influence the student experience within a Guided Pathways framework and how student services integrates and interacts with the College as a whole. Responsible for creating, leading, coordinating, planning, organizing, directing, and assessing assigned College programs, services, and experiences designed to support student access, recruitment, retention, success, safety, and completion. Strategically use data to comprehensively assess the overall performance of all assigned areas and programs. Participate in policy and program reviews, implementation, and recommend changes. Work collaboratively with Academic Affairs, Administrative Services, Human Resources, Marketing and Communications, Office of Grants Development and Management, Institutional Research and Planning, and other areas of the College to lead and manage change in a comprehensive range of programs and services. Administer budgets; supervise and evaluate the performance of assigned personnel. Build and maintain effective partnerships with community-based organizations and other external agencies.

## REPRESENTATIVE DUTIES

Provide administrative support and guidance to the College President in developing and implementing college-wide strategic plans, goals, objectives, policies, and priorities.

Work closely with Academic Affairs to foster and facilitate a seamless student experience and increase student success.

Develop and implement holistic student support structures and systems within a Guided Pathways Framework.

Participate actively in the life of the College, the District, and participatory governance processes and initiatives by serving on or leading College and District-wide committees, workgroups, task forces, and councils.

Lead and direct employees in the development and application of programs and initiatives that promote student achievement and efficiency, productivity, and customer service in operational processes.

Promote, foster, and facilitate innovation in programs and services.

Work collaboratively with faculty, staff, students, and educational partners to plan and implement high quality, inclusive, programs reflective of the District's mission, goals, and values.

Provide overall leadership in planning, organizing, and directing student services. Assure effective and integrated operations of Student Services and other assigned programs. Identify key performance indicators, benchmark progress, and evaluate effectiveness of student services and other assigned programs.

Provide vision and leadership in evaluating service levels and overall impact of student services and other assigned programs on student access and success. Identify opportunities for improvement and implement actions to strengthen services to students and the community.

Provide leadership and direction to the South Bay Promise Program; evaluate the impact and success of the program on student access, retention, and success.

Provide overall leadership in planning, organizing, and directing comprehensive long-range planning, program review, institutional research, special projects coordination, and grant development.

Work collaboratively with Information Technology Services to identify implement, utilize, and direct the use of integrated systems (e.g., Customer Relationship Management (CRM), Student Information Systems (SIS), and Enterprise Resource Planning (ERP)).

Provide guidance and administrative support to students; serve as liaison with the Associated Student Government; process student grievances.

Administer the area budget; recommend budget requests for each fiscal year to the Superintendent/President; assure expenditures are appropriate and within budget.

Supervise and evaluate the performance of assigned staff, interview and select employees; recommend transfers, reassignment, termination and disciplinary actions to the Superintendent/President; review and recommend staffing patterns.

May direct the operations of the Campus Police and/or other assigned programs; assure compliance with applicable state laws and regulations; lead/participate on related committees.

Assure accountability for categorical funding; provide for audit trails for categorical funds; assure the proper expenditures for meeting the purpose of the categorical programs.

Work collaboratively with the Office of Grants Development and Management to solicit and administer grants that foster and facilitate equitable access to education and other student-related programs and services for disproportionately impacted or underserved student populations.

Recommend agenda items for Board approval; attend regular meetings and closed sessions as requested; prepare Student Services board agenda items and supporting materials for the Superintendent/President; recommend new policies or amendments to existing policies to the Superintendent/President; prepare reports and provide information and data as requested.

Ensure compliance with state regulations and Education Code as well as board policies and procedures. Analyze and interpret pending or current legislation and/or funding impacting student services and/or other assigned programs; recommend policy changes as appropriate.

Perform other related duties as assigned.

## **JOB QUALIFICATIONS**

### Education and Experience:

Master's Degree from an accredited institution and three years increasingly responsible management experience related to the position.

## **OTHER QUALIFICATIONS**

### Knowledge/Areas of Expertise:

Doctorate preferred, but not required from an accredited institution.

Planning, organization, and direction of the Student Services function.

Budget preparation and control.

Knowledge of effective enrollment management strategies and how they inform student success.

Proven ability to build and maintain effective partnerships with Academic Affairs and other areas across an institution of higher education.

Demonstrated experience in crisis management.

Demonstrated commitment to transparency, collegial consultation, and participatory governance.

Principles and practices of administration, supervision, and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, diplomacy, patience, and courtesy.

Operation of a computer and assigned software.

Experience working in a unionized environment.

Experienced in addressing academic gaps and disparities.

Experienced in reducing student racial inequities to enhance student success.

Expertise in delivering accessible, affordable, and high-quality education.

Demonstrated commitment to transparency and transparency with all constituents.

Demonstrated sensitivity to and understanding of diversity in the workplace and educational environment.

Demonstrated knowledge of students' basic needs beyond student services and academic support.

Knowledge of local, state, and national legislation that impact community colleges.

### Abilities/Skills:

Provide overall leadership in planning, organizing, and directing Student Services activities and functions.

Work effectively with a multi-cultural and diverse student, staff, and community population.

Supervise the administration of area budget(s).

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Ability to implement communication strategies/plans to keep others informed.

Ability to build consensus.

Interpret, apply and explain rules, regulations, policies, and procedures.

Establish and maintain cooperative and effective working relationships with others.

Ability to solve problems and resolve conflicts.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of records, documentation, reports, files, etc. related to assigned activities.

Ability to make effective presentations.

Skilled at unifying constituencies and bringing divergent perspectives together to achieve consensus.

Skilled at using data to identify gaps in student outcomes.  
Skilled at cultural competence and responsiveness.  
Ability to listen, empower others, and acknowledge and value the contribution of others.  
Ability to be a proactive leader with proven advocacy skills.  
Ability to guide Student Services through unanticipated and unprecedented challenges.  
Ability to build upon the College's success and achievements.  
Ability to become part of the College community and build relationships.  
Ability to increase opportunities and success for students.  
Ability to create a welcoming and safe environment that supports teaching, learning, and student success.  
Ability to mobilize Student Services to improve effectiveness in serving all students.  
Ability to encourage innovation in support services of the highest quality for students.  
Ability to embrace the rich diversity of El Camino and be passionate about serving students.  
Ability to be trustworthy and ethical; serve as a role model for the College and students.  
Ability to lead and coordinate strategies that ensure a balance of student support services and instructional programs.  
Values and supports institutional goals.  
Committed to investing in the professional development of faculty, staff, and others.  
Supportive of student success strategies to close racial equity gaps.  
Accountable for student success outcomes.  
Visible and approachable.

## **WORKING CONDITIONS**

Office work environment.  
Attendance at multiple meetings.  
Extended periods of sitting.  
Working hours will vary.  
Will work some evenings or weekends.

**CLOSING DATE: FRIDAY, DECEMBER 2, 2022 at 3:00 p.m.**

## **SALARY RANGE**

The salary range is **\$180,055 - \$236,883 annually** depending on experience.

## **CONDITIONS OF EMPLOYMENT**

This is a full-time, 12-month, educational administrator position on a renewable employment contract. During the winter recess, all administrators are required to charge three (3) days of accrued vacation between Christmas and the New Year holidays. 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 proof of COVID-19 Vaccination, submit Certificate 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.

## **ADA ACCOMMODATIONS**

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](https://www.maxient.com)

## 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 Human Resources.

## 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

Accrued paid sick leave is one day for each month of service with no maximum accrual. 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.

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

### Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

## 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>.

**IMPORTANT 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 at [hr@elcamino.edu](mailto: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. PST (Pacific Standard Time).

## **FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:**

### **El Camino College HR Service Partner**

Pamela Jones  
310-660-3593, Ext. 3478  
[pjones@elcamino.edu](mailto:pjones@elcamino.edu)  
16007 Crenshaw Boulevard  
Torrance, CA 90506

### **JEANNE CLERY ACT COMPLIANT**

*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](http://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.*