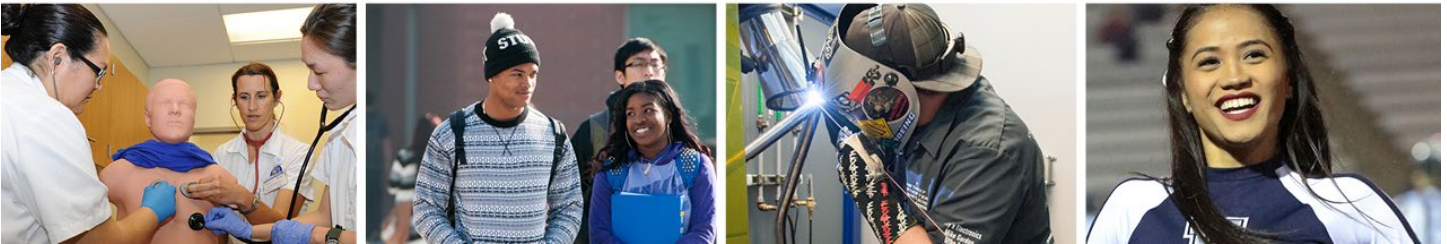




El Camino College

Associate Dean, Library and Learning Resources



El Camino College seeks a visionary, innovative, strategic, passionate, and experienced Associate Dean of Library and Learning Resources 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 located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres 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.

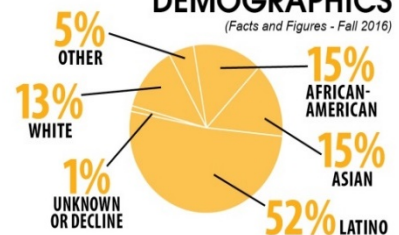
With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

MISSION STATEMENT

El Camino College makes a positive difference in people's lives. We provide innovative and excellent comprehensive educational programs and services that promote student learning, equity, and success in collaboration with our diverse communities.

STUDENT DEMOGRAPHICS

(Facts and Figures - Fall 2016)



ASSOCIATE DEAN, LIBRARY AND LEARNING RESOURCES

Division: Library and Learning Resources

Posting Closing Date: 05/01/2023

Req: A2223-063

Location: El Camino College

Position Type: Educational Administrator

BASIC SUMMARY OF DUTIES

Under the direction of the Dean of Library and Learning Resources, the Associate Dean of Library and Learning Resources directs the administration of the development, oversight, and implementation of policies, processes, and programs related to dual enrollment, non-credit courses, and other programs as assigned. In consultation with the direct supervisor, this position provides leadership for assigned strategic initiatives and the effective use of resources to enhance academic planning, enrollment, student access and success, and overall academic quality across assigned programs and within the Library and Learning Resources division.

REPRESENTATIVE DUTIES

Develop and implement goals, partnerships, and programs to drive the growth of dual enrollment, noncredit enrollment, and other assigned initiatives. Support the College's overall enrollment goals by developing strategies that meet the needs of El Camino College's high school partners and noncredit students.

Evaluate, analyze, and interpret quantitative, qualitative, and historical enrollment data trends for dual enrollment and noncredit courses. 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 and make recommendations to grow dual enrollment and noncredit enrollment while strengthening retention rates.

Oversee the development, administration, and maintenance of contracts, agreements, and MOUs with partnering schools and districts. Ensure that data elements and contractual requirements are fulfilled and are in accordance with College policies and applicable federal and state laws. Work with high school partners and division deans to develop dual enrollment schedules.

Work collaboratively with Career and Technical Education (CTE) deans and faculty to assess labor market data and provide information regarding the College's Career Pathways program.

Collaborate with CTE deans to build partnerships with industry, develop pathways in support of the Career Pathways initiative, and support Strong Workforce programs focused on K-12 college pathways.

Coordinate the development and monitoring of curriculum in consultation with division deans and faculty to design comprehensive offerings of noncredit classes which meet the needs of a diverse student population. Gather input from advisory committees as needed.

Engage in participatory governance at college meetings, committees, and other official functions. May organize, participate in, and chair committees. Serve on appropriate community committees as a representative of the District.

Work closely with faculty and applicable stakeholders to foster positive partnerships with feeder high schools.

Recruit, hire, and train personnel. Orient new personnel and determine professional development needs, as needed. Communicate goals of assigned programs to employees. Assess priorities for dual enrollment, noncredit, and other assigned programs in consultation with direct supervisor. Evaluate work performance of staff and provide feedback in compliance with District policies and procedures.

Work cooperatively with other administrators and academic departments to ensure seamless student enrollment and streamlined access for students enrolled in dual enrollment or noncredit to programs and services that 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.

Stay informed of developments in the field, legal and/or regulatory compliance changes, and District policies and procedures which may affect operations and enrollment. Participate in ongoing professional development to remain current and engaged with appropriate professional contacts and organizations.

Represent and serve as a backup for the Dean in their absence for administrative functions, as well as at college meetings, committees, and other official functions as requested.

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 or requested.

JOB QUALIFICATIONS

Master's degree or the equivalent. *

Three (3) years of full-time related work experience in academic affairs, student services, outreach, recruitment, or school relations activities.

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.

DESIRED QUALIFICATIONS

Collaborative.

Change oriented.

Flexible mindset.

Positive and supportive leadership style.

Experience in process and procedure development and improvement.

Experience with non-credit or Dual Enrollment.

OTHER QUALIFICATIONS

Knowledge/Areas of Expertise:

Dual enrollment or noncredit experience

Planning

Data Analysis

Teaching in Post-Secondary Education

Report Writing

Knowledge of FERPA requirements.

Knowledge of student information systems.

Knowledge of admissions policies and procedures.

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.

Ability to meet schedules and deadlines.

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.

Must be willing to work evening hours and/or weekends on occasion for special events.

SALARY RANGE

The salary range is **\$127,578 - \$147,916 annually** depending on experience.

CONDITIONS OF EMPLOYMENT

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 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.

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.

CLOSING DATE: MONDAY, MAY 1, 2023 at 3:00 p.m.

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.***

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>.

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 \(maxient.com\)](http://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.

APPLICATION ASSISTANCE

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.

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, CONTACT:

El Camino College Human Resources

Pamela Jones
310-660-3593, Ext. 3478
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. 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.