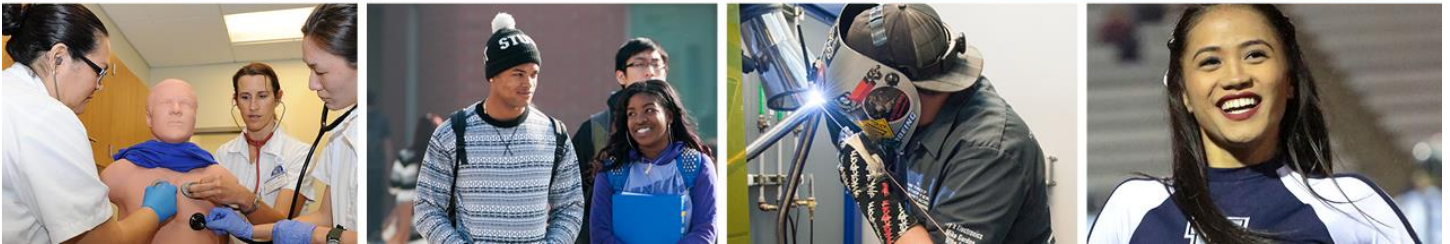




El Camino College

DEAN OF STUDENT SUPPORT SERVICES



El Camino College seeks a visionary, innovative, equity-minded strategic, passionate, and experienced Dean of Student Support Services who will foster campus collaborations that support the next stage of growth and achievement for El Camino College.

ABOUT EL CAMINO COLLEGE

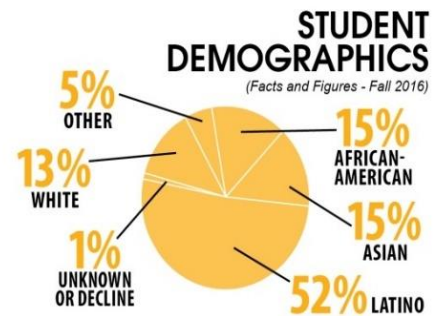
El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. 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. Capital construction projects, as well as new initiatives to support student success, position 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.



DEAN OF STUDENT SUPPORT SERVICES

Division: Student Support Services

Posting Closing Date: 05/03/2023

Req: A2223-064

Position Type: Educational Administrator

BASIC SUMMARY OF DUTIES

Under the direction of the Vice President of Student Services, plan, organize, control and direct the operations and activities of the functions and programs with the Student Support Services Division; provide leadership to student support services activities across campus; evaluate the effectiveness of the division's and the college's student support services, and recommend methods for continuous improvement.

REPRESENTATIVE DUTIES

Provide leadership to the student support services functions within the division, which may include, but not be limited to EOPS/CalWORKs/CARE, Student Development Office, Veterans Resource Center, Student Equity Program, South Bay Promise, and learning communities such as First Year Experience, Puente, and Project Success (Umoja).

Provide leadership in the evaluation and improvement of processes within Student Support Services to assure that all services provided to students are prompt, efficient and promote student retention and success.

Provide leadership in the development of necessary programs and services designed to assure that students receive the support needed to successfully transition into and complete their college program of study.

Assure collaboration between all learning community programs, Counseling and Student Success Division, and academic divisions to prudently use staff and fiscal resources to provide all students with the support needed to succeed.

Participate in outreach activities and maintain effective communication with feeder school districts, community-based organizations and public agencies; develop and participate in college- community partnerships; make public presentations on behalf of the college.

Assure the provision of a student-centered, customer service-oriented environment for the delivery of all division functions, and promote such an environment across campus.

Assure the implementation of the Student Equity Plan to close achievement gaps of targeted populations; monitor budget expenditures for compliance with the approved plan.

Direct and participate in the administration, development, and implementation of disciplinary actions in response to unacceptable student behavior; ensure compliance with the Student Discipline Policy; coordinate and direct activities to ensure proper and timely resolution of issues and conflicts related to student disciplinary matters and grievances; coordinate and conduct meetings and hearings related to student discipline, grievances, and appeals.

Communicate and work closely with other divisions in implementing collaborative programs designed to meet student needs; facilitate internal partnerships between and among other student services, Community Advancement, Academic Affairs and Administrative Services.

Provide leadership in the use of technology to assure the effectiveness and efficiency of student support services operations.

Regularly analyze division staffing needs, lead the division in its faculty and staff prioritization process and make recommendations to the Vice President, Student Services; hire, supervise and evaluate assigned staff and provide for appropriate staff development; assure compliance with the District's personnel policies, procedures and practices.

Plan for efficient and appropriate use and security of division facilities; assure compliance with health and safety regulations.

Participate in strategic planning for the college, the Student Services Area, and the Student Support Services Division; collaborate with department managers in setting short-term and long-range division priorities.

Chair the Student Services Program Review Committee and provide oversight for the Service Area Outcomes (SAOs) assessment process. Advance institutional effectiveness measures by ensuring that SAOs are written and assessed and that all program review and annual planning documents are completed in a timely manner utilizing appropriate metrics.

Set priorities for resource needs; identify resources for development through grants and alternative sources when appropriate; provide leadership to the development and monitoring of the division's budget; manage financial resources consistent with district policy and sound financial management principles.

Maintain and encourage effective communication with division staff by holding regular staff meetings; provide information to staff about issues, programs and practices affecting the college, division and departments.

Be an involved participant on student services management and leadership teams; collaborate with other managers within the area in the development of area plans and priorities.

Recommend and participate in the development of policy as necessary for the District to properly implement effective student support programs.

Provide clearly written reports and analyses when requested or appropriate.

Perform related duties as assigned.

JOB QUALIFICATIONS

Master's degree from a regionally accredited college or university or the equivalent and three years of experience in programs related to the assignment and one year of leadership or administrative experience.

OTHER QUALIFICATIONS

Knowledge/Areas of Expertise:

Experience overseeing the development of the Division calendar and contribute to the development of the campus wide calendar for registration activities.

Sensitivity to and understanding of multicultural, diverse environments and college students from diverse academic, socio-economic, cultural, and ethnic backgrounds

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

Principles, practices and techniques involved in development, implementation, and evaluation of student services programs, services, plans, goals, and objectives.

Applicable federal, state and local laws; regulatory codes, ordinances and procedures relevant to assigned programs, projects and operations.

Technological advancements and their application to student services.

Development, implementation and monitoring of budget; resource development.

Effective collaboration, communication and consensus-building techniques.

Principles and practices of management, supervision and training.

Interpersonal skills using tact, patience and courtesy.

District organization, operations, policies and procedures.

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

Oral and written communication skills.

Abilities/Skills:

Ability to work under tight timelines.

Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

Present a positive image of the college.

Communicate with a wide range and level of students, public and college employees.

Plan and work effectively and cooperatively with peers, faculty, staff, students and community members from multicultural, diverse backgrounds.

Analyze situations accurately and adopt an effective course of action.

Work closely with students, staff, faculty and administration.

Evaluate division programs and functions and make recommendations for continuous quality improvement.

Develop grant or special project applications.

Organize and chair meetings, lead workshops, facilitate group discussions and involve staff in idea generation, goal setting, and decision-making.

Communicate effectively, both verbally and in writing; develop written reports, and deliver oral presentations.

Licenses or Other Requirements:

Valid California driver's license

WORKING CONDITIONS

Required to drive to offsite locations, as needed.

Ability to move from one work area to another.

Hand, wrist, and finger dexterity to operate various office machines.

SALARY

Starting salary is \$146,573 annually. Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step 6 is reached (\$169,915 annually).

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 December 25 and the January 1 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: WEDNESDAY, MAY 3, 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. ***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 \(maxient.com\)](#)

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

Martha E. Lopez

310-660-3593, Ext. 5809

melopez@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.