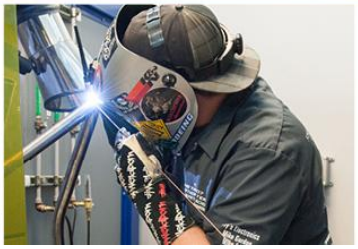
El Camino College

Dean of Counseling and Student Success






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

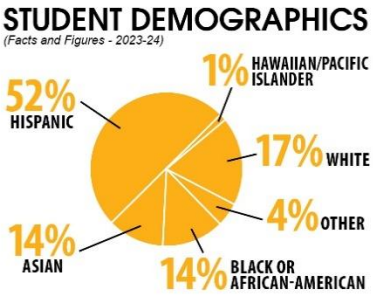
ABOUT EL CAMINO COLLEGE

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.

MISSION STATEMENT

El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.

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.

DEAN OF COUNSELING AND STUDENT SUCCESS

Division: Counseling and Student Success
Posting Closing Date: 12/10/26
Req: A2627-018
Position Type: Educational Administrator

KEY ROLES/RESPONSIBILITIES

Under direction of the Vice President of Equity and Student Services, exercise overall leadership of the Counseling and Student Success division providing functional supervision over assigned positions including faculty and classified professionals. Provide vision and leadership to develop, organize, and implement the Division's goals and objectives; plan, develop, organize, schedule, direct, improve and evaluate the department's programs, services, and activities; and provide oversight, development, and coordination of assigned student support functions, programs, services, and initiatives, including those related to counseling, educational planning, career and transfer support, student success, and other related areas.

Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the departments and Division; lead by example; actively participate in and support College-wide shared governance components and activities and other collaborative processes; encourage professional excellence among assigned faculty and staff; and promote, foster, and facilitate an organizational culture of customer service, teamwork, and innovation.

REPRESENTATIVE DUTIES

The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

FUNCTIONAL RESPONSIBILITIES

1. Plan, organize, coordinate, and direct the operations and activities of the Counseling and Student Success Division, including meeting compliance requirements, filing reports, managing budgets, monitoring timelines, and ensuring quality outcomes. Coordinate assigned activities with other College departments, divisions, and outside agencies.
2. Provide leadership for the development, evaluation and continuous improvement of necessary programs services and processes designed to assure student completion of abbreviated and comprehensive educational plans; intervention for at-risk students; retention, persistence, and success of students as identified in the College's Strategic Plan.
3. Coordinate programs and strategies, in collaboration with campus leadership, staff, and faculty, to meet the College's goals and strategic initiatives inclusive of, but not limited to student equity, onboarding, enrollment, retention, and completion.
4. Assure the provision of a student-centered, customer-service oriented environment for the delivery of all department functions and promote such an environment across campus. Provide leadership in the use of technology to assure the effectiveness and efficiency of Counseling and Student Success operations.
5. Maintain knowledge of new developments and innovative counseling and student services practices in community colleges and higher education; recommend changes to maintain relevance of programs and services to meet student needs.
6. Participate actively in strategic planning for the college, the Student Services area, and the Counseling and Student Success Division. Collaborate with faculty and staff in setting priorities for assigned areas, both short-term and long-range.

7. Oversee the development, implementation, maintenance, and evaluation of Counseling and Student Success Program Reviews and Services Area Outcomes to advance institutional effectiveness.
8. Ensure that state and federal regulations are implemented in policies, and anticipate legal ramifications, including but not limited to, security, privacy, identity theft, and fraud.

ORGANIZATION MANAGEMENT

1. Maintain up-to-date knowledge of the regulations, policies, requirements, and eligibility criteria for assigned programs and ensure compliance with the College's policies, procedures, and practices.
2. Strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Establish priorities in conjunction with the College's comprehensive planning and budgeting guidelines. Develop and implement an organizational structure that maximizes utilization of resources and ensures effective and efficient delivery of services.
3. Search, onboard, train, supervise, motivate, and evaluate the performance of managerial, professional, operational, technical, and support personnel as assigned; recommend transfers, reassignment, termination, and disciplinary actions as needed; delegate and review assignments and projects; evaluate work products and results, develop appropriate procedures to accommodate need for information and assistance; establish and monitor timelines and prioritize work. Monitor employee performance on a regular basis and provide coaching for performance improvement and/or development as needed. Anticipate, prevent, and resolve conflicts under areas of supervision.
4. Plan for efficient and appropriate use and security of assigned facilities; assure compliance with health and safety regulations.
5. Work with Information Technology personnel on a continual basis to enhance and improve relevant computer systems. Learn and apply emerging technologies to perform duties and provide services in an efficient, organized, and timely manner. Work to infrastructure and technological resources to facilitate a positive learning and working environment and promote student success.
6. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Master's degree

Experience: One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

DESIRED QUALIFICATIONS

Desirable Education: Master's degree in a student focused discipline such as counseling, psychology, educational or career counseling, or the equivalent.

Desirable Experience: Three (3) years administrative experience in student counseling, educational or career planning programs, plus at least one (1) year in program administration and coordination. Direct experience in grant-funded project/program management at the federal and/or state level in a similar community college setting.

Knowledge/Areas of Expertise:

- Experience managing complex projects/programs and/or federal contracts (including budgets and reporting) in a higher education setting.
- Effective principles, practices, procedures, and techniques involved in development, implementation, and evaluation of Counseling and Student Success programs, services, plans, strategies, processes, systems, projects, goals, and objectives.

- Title 5, Education Codes, and other regulations dealing with Student Success and Support Programs, Student Equity implementation strategies, and related matters.

Abilities/Skills:

- Effectively plan, organize, coordinate, and direct the activities and operations of the Counseling and Student Success Division.
- Develop appropriate metrics to evaluate department programs and functions; participate in program review and Service Area Outcome assessments and make recommendations for continuous quality improvement.
- Effectively provide a safe and secure working and learning environment for students to achieve their full potential.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. ***Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

WORK ENVIRONMENT

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. At least minimal environmental controls to assure health and comfort. May involve working non-standard, evening, and weekend hours.

PHYSICAL DEMANDS

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

CLOSING DATE: THURSDAY, DECEMBER 10, 2026 AT 3:00 P.M.

SALARY: **The starting salary range $177,502.32 (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 F is reached ($205,795.20 annually).

CONDITIONS OF EMPLOYMENT

This position is designated as a full-time administrative position. Educational Administrators are employed on an initial one-year contract stating terms and conditions of employment. Contracts are subject to renewal and board approval to confirm continued employment. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. Work schedule may include weekends, evenings, and/or holidays based on business needs.

Administrators may work all or a portion of the work days that fall between December 25 and January 1. Administrators may also use their accrued vacation days to cover all or a portion of the work days that fall between December 25 and January 1.

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.

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

Individuals identified for FINAL interviews are eligible to have 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. Finalists must complete and submit a W-9 Form and Human Resource's "Interview Expense Reimbursement Form" and include appropriate support documentation to receive the allowable reimbursement amount.

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

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.

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: Commission Approved Foreign Transcript Evaluating Agencies | Commission

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.

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
Mark Rogers
310-660-3593, Ext. 3479
mrogers@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

JEANNE CLERY CAMPUS SAFETY ACT

In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an Annual Security Report and all required statistical data. This publication includes 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 paper 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.