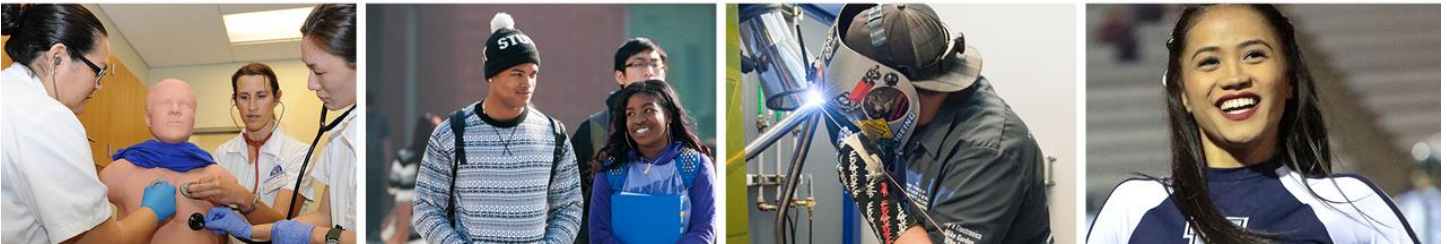




El Camino College

DIRECTOR OF STUDENT DEVELOPMENT



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

ABOUT EL CAMINO COLLEGE

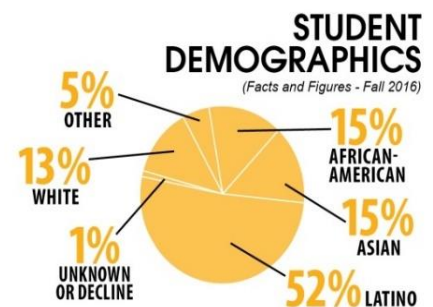
El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. 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.



DIRECTOR OF STUDENT DEVELOPMENT

Division: Student Support Services

Posting Closing Date: 05/03/2023

Req: C2223-153

Position Type: Classified Administrator

BASIC SUMMARY OF DUTIES

Under the direction of the assigned Dean, manage, plan, organize, and direct the Student Development Office which complements the academic program of the College and contributes to positive student growth and development.

REPRESENTATIVE DUTIES

Manage, plan, organize, and direct the day-to-day operations and personnel assigned to the Student Development Office.

Serve as advisor to the Associated Students Organization, Inter-Club Council, campus clubs and organizations, activities committees, and other student groups and organizations. Travel in the role of a chaperone is required. Develop methods to encourage student participation in student activities programs.

Prepare student development and discipline handbooks, guides and brochures. Participate on College committees, work groups, and campus-wide initiatives.

Draft, submit, assess, and revise College documentation that includes, but is not limited to, Accreditation, Program Plans, Program Reviews, and Service Area Outcomes.

Direct the preparation, maintenance, and on-time submission of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel; and complete surveys and reports as required by federal, state, and institutional policies.

Develop and monitor the annual budget for the Student Development Office, Associated Students Organization, and Inter-Club Council; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established policies, procedures, and regulations; and assure proper utilization of funds.

Collaborate and work in partnership with colleagues on and off-campus to resolve issues, address conflicts, and exchange information.

Oversee the student disciplinary process. Meet and communicate with students and colleagues to address and respond to complaints and concerns regarding student discipline.

Attend and participate in meetings as assigned including staff, division, area, and College functions.

Responsible for supervision of the student activity center.

Interpret, update, and enforce District regulations, policies, and procedures related to students, student clubs and organizations, advertisement and free speech on-campus.

Coordinate college photo identification process.

Plan coordinate, and execute the annual Commencement exercises for the College.

Maintain currency in the field through professional development activities.

JOB QUALIFICATIONS

Requires a Bachelor's degree (Master's degree desirable) and three years experience in the area of student affairs/activities at an institution of higher education or related experience.

OTHER QUALIFICATIONS

Knowledge/Areas of Expertise:

The principles of organization, administration, management and budgeting.

The principles of student leadership and development.

Mediation and conciliation techniques.

Student services or related field.

State and federal laws related to campus safety and student discipline.

Abilities/Skills:

Plan, organize and direct student activities and services.

Communicate with others effectively.

Work closely with students, staff, faculty and administration.

Licenses or Other Requirements:

Valid California driver's license

WORKING CONDITIONS

Must be able to adapt to changing situations.

Work under pressure.

SALARY

Starting salary is \$117,410 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 (\$136,119 annually). Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

CONDITIONS OF EMPLOYMENT

Full-time, 12-month, classified administrator position. 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 \(maxient.com\)](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

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.