THE POSITION
Under the direction of the Dean, the Associate Dean will assist in the administration of the Humanities Division. The Humanities Division is comprised of the following departments: English, English as a Second Language (Credit and Noncredit), Journalism and World Languages and Cultures. The Division also houses the Reading and Writing Studio, which provides learning assistance to students throughout the college. Our award-winning Journalism program publishes print and online publications. The Humanities Division offers at least 300 sections of classes per semester and includes over 120 faculty.

The Associate Dean will assist with the development, oversight and operation of the division and its academic programs, as well as with implementing faculty and administrative policies. Supervising division personnel, responding to student concerns and preparing correspondence and reports will be among the Associate Dean's principal duties. This position may require evening and weekend activities.

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.
ASSOCIATE DEAN OF HUMANITIES

Division: Humanities
Posting Closing Date: 9/15/23
Req: A2324-009
Location: El Camino College
Position Type: Educational Administrator

REPRESENTATIVE DUTIES
Assist the Dean with leading the assigned division.

Work directly with diverse faculty and staff to support the efforts of the Dean in the development and maintenance of academic programs, curriculum and schedules.

Address student petitions, complaints and requests in accordance with El Camino College policies.

Recommend and participate in the development of policy, as necessary, for the District to implement, evaluate, augment, and respond to outreach and non-traditional programs and services as needed.

Directly interact with students, faculty, staff, and advisory councils and/or groups.

Represent the Dean in his or her absence at college meetings, committees, and other official functions.

Work closely with applicable stakeholders in developing proposals for grants and contract support.

Organize committees for hiring faculty and staff and ensuring compliance with District personnel policies, procedures, and practices.

Assist the Dean with supervising and evaluating faculty and staff.

Handle personnel issues and adjudicate faculty, staff and student concerns.

Work cooperatively with other administrators and supervisors to coordinate programs and services to meet student needs, and resolve conflicts and issues within the division and between divisions.

Perform assigned program management responsibilities.

Assist the Dean with managing the division’s fiscal resources responsibly.

Assist with developing division long-range plans, goals, and objectives.

Perform related duties as assigned.

JOB QUALIFICATIONS
Education and Experience:
Requires a Master’s degree or the equivalent* and three years of full-time teaching/counseling or related experience, and one year of formal training or leadership experience related to the administrator’s assignment.
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.

**OTHER QUALIFICATIONS**

Knowledge/Areas of Expertise:
Must understand and practice the principles of administration and supervision.
Be able to plan and organize work.
Assess and evaluate programs and personnel.

Abilities/Skills:
Effectively communicate orally and in writing.
Work cooperatively with others.

**WORKING CONDITIONS**

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

**SALARY:** Starting salary is **$147,633 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 the annual maximum step is reached ($171,168 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 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](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: FRIDAY, SEPTEMBER 15, 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](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://www.elcamino.edu/jobs/adarequest).  

**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

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**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.*