



EL CAMINO COLLEGE

DEAN OF WORKFORCE READINESS & STUDENT LIFE

Classification: Educational Administrator
Salary Range: 16

Retirement Type:
Revised/Board Approved:

STRS*
July 28, 2025

KEY ROLES/RESPONSIBILITIES

Under direction of the Vice President of Equity and Student Services, exercise overall leadership of the Workforce Readiness & Student Life Division providing functional supervision over assigned positions. 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. Provide oversight, development, and coordination of all elements of areas assigned: Career Services, Work-Based Learning & Apprenticeships, Student Development, and Grants Development & Management.

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 staff; and promote, foster, and facilitate an organizational culture of customer service, teamwork, and innovation.

*** THIS POSITION IS CONTINGENT UPON GRANT FUNDING. ***

SUPERVISION RECEIVED and EXERCISED

- Receive general direction from assigned administrator.
- Supervise, motivate, and evaluate the performance of assigned staff, interview and select employees; recommend promotions, transfers, reassignment, termination, and disciplinary actions to the assigned reporting level.
- Review and recommend staffing patterns, approve goals and performance objectives for personnel.
- Provide consistent direction in administering the collective bargaining agreements with faculty and classified employees; understand and interpret agreements for faculty and staff as directed.
- Foster a culture of sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, linguistic, ethnic backgrounds and disabilities of community college students, faculty, and staff.

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.

I. LEADERSHIP

1. Lead, direct, and manage the planning, development, organization, scheduling, direction, performance, and evaluation of assigned programs and services. Articulate a clear vision of assigned areas, including services, applications, and benefits provided. Lead and manage change within assigned departments or units and across the Division as directed.
2. Demonstrate effective leadership in long-range planning, program review, and resource development activities. Promote transparency within and among assigned programs, units, or departments.
3. Participate actively in the life of the College, including operational processes and initiatives, by serving on or leading College committees, workgroups, task forces, and councils as assigned.
4. Strengthen quality educational and support services to promote and empower student learning, success, and self-advocacy. Prepare and implement assigned budgets.
5. Provide vision, leadership, and advocacy to enhance innovation and participation in issues related to areas of assignment to ensure ongoing sustainability of the College.
6. Support student learning using a variety of effective instructional methods, educational technologies, and college resources.
7. Demonstrate full accountability for effective and efficient utilization of resources. Control and authorize expenditures in accordance with established guidelines. Measure and assess outcomes. Identify opportunities for improvement and implement actions to strengthen services to students and the campus community.
8. Support and promote College initiatives including Diversity, Equity, Inclusion, Accessibility and Anti-racism.
9. Serve as Campus Security Authority (CSA) for Clery Act reporting requirements. Maintain up-to-date certification for CSA status.

II. FUNCTIONAL RESPONSIBILITIES: College Level

1. Serve as a key advisor to the Area Vice President on strategic matters related to workforce readiness, student life, and other administrative concerns. Provide administrative guidance and support to the Area Vice President in developing and implementing strategic plans, goals, objectives, policies, and priorities.
2. Provide effective leadership and guidance over all aspects of the areas assigned, including resource planning, budgeting, tracking, and reporting. Provide technical expertise as directed.
3. Provide leadership over, monitor, and improve the delivery of services throughout the areas and programs assigned. Promote an effective work environment that supports high performance teamwork, continuous improvement, and ongoing sustainability of College resources.

4. Ensure the fiscal integrity of the College to promote and empower student learning, success, and self-advocacy.
5. Participate in grievances, disciplinary meetings, legal matters, and other employment related activities within areas assigned. Be alert for and effectively manage trouble spots in assigned service areas.
6. Provide timely operational, technical, and financial information to the Area Vice President and other College administrators, as directed. Interpret routine policies and regulations and recommend appropriate courses of action in unusual and complex circumstances. Demonstrate effective stewardship through continuous monitoring and reporting of resource needs, deployment, and utilization.
7. Ensure that all programs, services, activities, events, and experiences demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, racial, and ethnic backgrounds of community college students, faculty, and staff.

FUNCTIONAL RESPONSIBILITIES: *Job Level*

1. Provide strategic leadership in developing and maintaining industry partnerships. Represent the college at external workforce development events and activities. Actively pursue grant funding opportunities to advance the college's workforce readiness mission.
2. Oversee the implementation of career-related programs which offer students opportunities to gain work experience while earning money to offset educational goals. Collaborate with employers and ensure that eligible students are effectively matched with suitable employment opportunities.
3. Coordinate and manage regional funding sources that support workforce development (e.g., regional grants and resources that promote industry-specific training and placement programs.)
4. Manage the distribution of program funds to maximize benefits for students. Determine compensation limits, payment arrangements, and ensure students are paid at comparable rates relative to similar positions within the employing organization.
5. Collaborate with the Financial Aid Office to establish eligibility criteria and manage the student participation process for career-related programs (e.g., LAEP). Ensure that student enrollment status, residency, academic progress, financial need, and work eligibility are reviewed and accounted for as part of the eligibility process for career-related programs. Give priority to underrepresented students, including first-generation college students, former foster youth, homeless or at-risk students, and those majoring in STEM disciplines.
6. Engage with potential employers, including corporations, nonsectarian organizations, research centers, public schools, and others. Collaborate with employers to identify employment and work-based learning opportunities for students, ensuring that on-the-job experiences are meaningful and relevant.
7. Expand opportunities for students by establishing strategic partnerships (such as with the South Bay Workforce Investment Board.) Focus on partnerships that identify employment opportunities specifically related to student meta-majors and partnerships that support equity groups (e.g., veterans, formerly incarcerated individuals, foster youth, single-parent

households, low-income families, etc.) Offer meaningful and targeted career pathways that promote equity and inclusion.

8. Administer and manage the Career Center. Ensure that Career Center personnel offer job search resources for students including resume writing workshops, interview preparation coaching sessions, and consistent support on career and major preparation (e.g., utilization of the Guided Pathways framework.)
9. Ensure that participating employers adhere to program guidelines and do not displace existing workers or impair existing contracts for services. Develop and maintain written agreements with employers and provide reasonable supervision for each student participant.
10. Oversee the Director of Student Development and the Student Development Office (SDO). Ensure that the SDO is administering, developing, and implementing 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. Ensure the facilitation of meetings and hearings related to student discipline.
11. Oversee the Director of Grants and the department of Grants Development and Management. Provide strategic leadership for college-wide grant development initiatives, ensuring alignment with institutional priorities. Maintain key stakeholder relationships with funding agencies.
12. Oversee and manage apprenticeships, including the development and maintenance of employer partnerships. Ensure compliance with state and federal apprenticeship regulations, coordination of related technical instruction with academic programs, student recruitment and placement, and ongoing monitoring of apprentice progress and completion rates. Ensure alignment with industry standards and labor market demands.

III. RELATIONSHIPS

1. Collaborate with administrators, faculty, and staff across all college departments to integrate student leadership development opportunities into academic programs, co-curricular activities, and campus initiatives. Ensure alignment between student development goals and institutional priorities while fostering cross-departmental partnerships that enhance student engagement and leadership capacity.
2. Partner with academic departments, faculty, and administrative units to embed career readiness and workforce development components into curriculum and student services. Facilitate cross-divisional collaboration to ensure students receive comprehensive career preparation, work-based learning opportunities, and seamless pathways from classroom learning to industry employment.
3. Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.
4. Work closely with other departments within the Division and across the College to foster and facilitate a seamless student experience and increase student success.

5. Work cooperatively and communicate effectively with College administrators and staff, representatives of state and federal agencies, educational institutions, social service organizations, community representatives, and others to coordinate and implement assigned programs and activities and provide information to others.
6. Organize and attend a variety of administrative and staff meetings related to strategic planning, budget, advisory committees, and other assigned activities; participate in consultation, shared governance, and appropriate advisory committee meetings. Chair committees as assigned.
7. Maintain and encourage effective communication with assigned staff by holding regular staff meetings. Provide timely information to staff about issues, programs, and practices affecting the program, department, Division, and the College.
8. Network with professional colleagues inside and outside of the College. Attend workshops and professional conferences to stay informed of new developments and technologies; serve on a variety of campus, community, and state committees; meet with representatives of business, industry, and local government as appropriate.
9. Participate as an active member of the Area Vice President's management team.

IV. 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. 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 modernize 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 Experience: One (1) year of formal training, internship, or leadership experience related to workforce programs or career pathways for college students.

Knowledge/Areas of Expertise: College Level

- California Education Code, Title 5, Chancellor's Office administrative procedures, Federal laws and regulations and other legal parameters that affect the policies and practices of the College.
- Comprehensive understanding of higher education principles and practices in community colleges, including the mission of the California Community Colleges.
- Community college organization, operations, policies, and objectives, including specific policies and procedures of El Camino College covering the departments or units supervised.
- Specific needs and interests of community college students.
- Principles of business administration, management, marketing, and record keeping.
- Effective organizational and management practices pertaining to the analysis and evaluation of projects, programs, policies, procedures, department performance metrics, and operational needs.
- Effective fiscal management strategies, including comprehensive understanding of budget concepts, principles, and practices, and effective budget administration and control.
- Effective financial reporting and record keeping.
- Appropriate risk management strategies, safety precautions, and procedures.
- Principles of communicating and collaborating effectively with diverse students, faculty, staff, and administration.
- Effective methods for conflict resolution and crisis management.
- Evaluation and statistical methodology for preparation of statistical research and reports.
- Effective marketing, promotion, and public relations techniques. Preparation, publication, and distribution of informational and promotional materials related to areas assigned.
- Effective written and oral communication skills. Effective interpersonal skills, using tact, patience, and courtesy. Effective collaboration, communication, and consensus-building techniques.
- Effective needs assessment methods and project management practices. Effective data management, record-keeping, and reporting techniques. Understanding of key performance indicators, goals, and measurable objectives and how to implement them.
- Effective leadership, administration, organizational planning, supervision, training, and analysis techniques applied to the assigned administrative area. Comprehensive understanding of the principles and practices of effective supervision, training, motivation, and performance evaluation.
- Computer systems and software applications related to areas of assignment, including capabilities and limitations. Modern office practices, procedures, and equipment. Operation of computer, peripherals, and software programs, including information

systems, database management, spreadsheet, word processing and specialized software.

- Proficient level operation of a computer and assigned software, including proficient level use of common office software such as: Excel, Access, Word, Outlook, and PowerPoint.
- Technological advancements and their application to the assigned areas of responsibility.

Knowledge/Areas of Expertise: Job Level

- Knowledge of planning and reviewing budgets.
- Knowledge of grant proposal writing, grant management techniques, data collection, and grant reporting.
- Knowledge of budget preparation and financial planning.
- Expertise in managing an economic development program or related department.
- Expertise in program development, management, and evaluation.

Abilities/Skills: College Level

- Represent the College in a manner that reflects a positive image of services and support provided.
- Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, and ethnic backgrounds of community college students, faculty, and staff. Relate effectively to people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain cooperative and effective working relationships with a wide diversity of students, faculty, staff, and community members in an atmosphere of collegial decision-making and consensus-building. Work effectively and collaboratively in a diverse college environment, as well as within a community college system.
- Establish and maintain cooperative and effective working relationships with others. Listen effectively. Communicate respectfully with people of diverse cultures, languages, abilities, etc. Work effectively with others to build consensus and gain cooperation through discussion and persuasion to achieve common goals.
- Provide effective customer service and end-user satisfaction. Respond promptly to requests and inquiries from the public. Effectively resolve complex problems.
- Work independently with limited administrative oversight and direction. Adhere to ethical principles and practices, consistently exercise good judgment, and make effective decisions. Demonstrate flexibility and creativity in accomplishing work and resolving problems.
- Maintain confidentiality and act with discretion. Maintain the security of confidential materials.
- Travel to meetings and events on and off campus as required. Observe legal and defensive driving practices when operating a motor vehicle on campus or on official business.
- Utilize effective planning and organizational skills. Analyze problems, identify alternative solutions, anticipate consequences of proposed actions, and implement effective solutions in support of goals.

- Chair and participate in a variety of college committees and work groups as directed.
- Read, understand, interpret, and apply technical and legal information effectively. Analyze, interpret, communicate, and enforce applicable federal, state, and local laws, regulations, rules, policies, administrative data, and related materials. Interpret, apply, and explain rules, regulations, policies, and procedures in a variety of procedural situations for areas assigned.
- Collect, compile, and analyze data. Prepare comprehensive narrative and statistical reports. Direct the maintenance of a variety of reports and files related to assigned activities. Prepare and maintain accurate and detailed records and reports related to the area supervised. Prepare analytical reports, proposals and other written plans for the College, Board of Trustees, Chancellor's Office, and other outside agencies as assigned. Assist in related research and evaluation activities as required.
- Utilize effective oral and written communication skills, including business letter writing, report preparation, and public speaking. Utilize appropriate English usage, composition, grammar, spelling, punctuation, and vocabulary.
- Communicate clearly, concisely, and effectively with diverse constituencies within and outside of the College, both orally and in writing. Prepare and present effective oral and written reports, press releases, and promotional materials as required. Prepare and deliver effective presentations as requested.
- Plan, organize, coordinate, and direct work to maximize efficiency and effectiveness. Prepare work plans, implement schedules, and consistently meet reporting timelines. Effectively delegate authority and responsibility. Provide leadership, guidance, and assistance to the functional and operational areas within the assigned Department.
- Encourage professional excellence among employees and promote an organizational culture of customer service, teamwork, and innovation.
- Effectively train, direct, supervise, motivate, and evaluate the performance of assigned staff. Facilitate effective staff meetings, group discussions, and involve staff in idea generation, goal setting, and decision making.
- Work effectively within a unionized environment.
- Operate a variety of office equipment including a computer. Use automated systems to maintain records, collect data, and generate reports.

Abilities/Skills: Job Level

- Ability to establish and maintain effective relationships with community leaders, businesses, industries, local and state officials, regional K-12 school districts, and other educational institutions.
- Ability to utilize Microsoft Office Suite, virtual meeting platforms, and other related computer programs at a proficient level.
- Effectively provide a safe and secure working and learning environment for students to achieve their full potential.
- Ability to track progress towards identified outcomes through quantitative and qualitative methods and use data to monitor and improve program operations.
- Ability to maintain awareness of workforce development trends and innovative practices being implemented in industry and higher education.
- Meet assigned schedules and timelines. Effectively manage the stress of working under tight timelines.

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. Frequently involves 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.

** Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.*