Position Number: ACA15-240

"BIG PICTURE" RESPONSIBILITY:
Under the direction of the Assistant Superintendent/Vice President, Student Services, the Dean leads and supports the delivery of enrollment and persistence related services in the areas of: Admissions & Records; services for Non-Credit students; Online Services; Counseling; Academic Advising; Program Advising; Student Success and Support (3SP) including Assessment, and Orientation; and the Transfer Center. The Dean also represents the Student Services division to Academic Affairs and attends academic deans’ council meetings. The Dean provides reliable and timely management to meet internal and external information and reporting requirements. Represents the division at on-campus and off-campus occasions, forming academic and community collaborative partnerships and creating unique opportunities for student growth. Ensures compliance with local, state, and federal laws and regulations, board policy and the protocols and integrity of communication associated with campus decision making and organizational structure. Manages, coordinates, develops, evaluates, and executes a variety of projects, activities, and may be assigned responsibilities for a combination of day, evening, and weekend programs offered by the College. Within the scope of this position new components may be added or deleted based on district or community needs.

ESSENTIAL DUTIES:
1. Leads the overall operations of the Enrollment Services Division. Provides leadership and supervision to faculty and staff to ensure academic success. Provides administrative oversight to the entire Student Success and Support (3SP) endeavor, including reporting, staff supervision, and the delivery of services, planning, expenditures, and budget.
2. Develops, with input from department faculty and staff, the strategic plan for the Division. Plans and communicates both the short-term and long-term goals and objectives for the division and provides the support necessary to achieve those goals.
3. Plans, develops, and oversees the administration of division budgets and expenditures. Strategically allocates resources to support division needs. Ensures the proper execution of grant and contract funds by assisting with planning, implementing grant budgets and ensuring reports are prepared in a timely manner for local, state and federal grants.
4. Administers and promotes division services development and revision with faculty and staff to respond to student and community needs, including establishment and implementation of student learning outcomes. Ensures currency and responsiveness to student and community needs, and coordination with other departments on campus. Ensures assessment and analysis of learning outcome measures.
5. Recommends the final schedule of classes to the Academic Affairs office and ensures it meets the needs of students utilizing the resources available. Using sound enrollment management practices, collaborates to produce accurate schedules, program and catalog information, and multi-year instructional plans. Reviews with faculty the selection and approval of supplies, materials, equipment purchases and maintenance requirements. Maintain an accurate inventory of all capital equipment.
6. Leads the innovation and continual improvement of the College’s academic programs through effective communication, overseeing program planning and systematic program reviews. Approves new, and revised curriculum for the division and ensures curriculum changes meet current state and local standards. Seizes and makes the most of opportunities to support and enhance the division and build bridges within the college and in the larger community. Recommends changes to maintain relevance of division programs.
7. Ensures the communication and enforcement of applicable operational guidelines, policies and procedures related to each Enrollment Services area, as required and stipulated in Federal law, college policies, administrative procedures, program certification and accreditation, articulation activities with colleges and universities, and local, state and federal guidelines.
8. Assists with the institutional accreditation process. Monitors and communicates relevant changes to the Office of Academic Affairs related to accreditation standards affecting the division. Conducts and participates in research as needed. Prepares Program Review, as well as other reporting requirements, including contributing to the College’s self-evaluation reports.

9. Participates in and provides leadership to several personnel related processes for the division including hiring, orienting, scheduling, and evaluating faculty and staff. Ensures compliance with AB 1725, Education Code, Title V, collective bargaining agreements, college policies, and accreditation rules and regulations. Approves, implements, maintains, and monitors employee assignments within the division. Promotes, encourages, and provides opportunities for staff development and participation in community outreach activities.

10. Works closely with the Institutional Research Department to conduct needs analyses, market surveys and other research to redesign and/or update existing services and to identify viable and sustainable courses, programs and majors applicable to the division that are not currently offered. Works collaboratively with deans, department chairs, faculty and other relevant staff and external agencies to implement current and high quality programs into the curriculum and schedule of classes.

11. Works closely with the Public Information Office to promote and market the programs and services within the division. Works collaboratively with the Office of Academic Affairs, relevant programs and faculty to establish partnerships and linkages to business, industry and community organizations and other educational institutions in the procurement of internship opportunities to identify emerging skills and trends.

12. Assists in the recruitment of students within the Division’s curricular offerings and services. Serves as an advocate for students.

13. Develops and maintains relationships with regional educational institutions, local business, and community supporters. Assists faculty in fundraising activities designed to enhance the overall program.

14. Serves as District Representative on local community and statewide organizations, events and meetings, and professional organizations outside of standard business hours. Participates in professional development opportunities, and models continuous learning and improvement. Assists faculty in the development of advisory committees and provides guidance in working with advisory committees.

15. Organizes and chairs division meetings. Facilitates group discussions and involves faculty and staff in idea generation, goal setting and decision-making.

16. Serves as first-line administrator in resolving complaints pertaining to division faculty and staff, curricular and co-curricular issues, and space used by the division. Assists in the review of petitions filed by students as provided for in college procedures. Works with students to resolve issues and conflicts within the scope of responsibilities of this position. Adjudicates violations of the Student Conduct Code as needed.

17. Works closely with College services such as financial aid, tutoring, counseling and other programs and services for students. Interprets Enrollment Services requirements and objectives to other college departments.

18. Serves on relevant campus-wide committees which may include: enrollment management, student learning outcomes, program advisory groups such as the College Planning Team, Management Advisory Council, Full Cabinet and others as required. Attends Academic Deans Council, Instructional Advisory Committee and other meetings as required. Participates in relevant professional organizations.

19. Supervises the classified staff within Enrollment Services. Provides leadership in working with the MIS and IT departments in furthering the development of automated and web based services for all Student Services areas.

20. Makes written and oral presentations on behalf of the College. Directs and prepares a variety of reports related to student enrollment and other requested topics.

21. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

(Requirements 1 and 2 must be met in order to qualify for the position):

**Education (Requirement #1):**
Possession of a master's degree from an accredited college or university in a discipline reasonably related to the assignment. Doctorate or Ph.D. in educational leadership preferred; (See our website for evaluation requirements for units and degrees earned at foreign institutions).

**Experience (Requirement #2):**

I. Option #1

Two (2) years of academic administrative experience in an institution of higher education reasonably related to the assignment **OR**

II. Option #2

1. A minimum of two (2) years of successful leadership experience reasonably related to the administrator's administrative assignment; **AND**

2. A minimum of one (1) year of successful experience providing leadership for a major district-level initiative/program; **AND**

3. Completion of a leadership training program of at least one (1) semester in duration.

**DESIRABLE QUALIFICATIONS:**

- Three (3) years recent academic or professional experience in Student Affairs at an institution of higher education;
- One or more years of responsible experience in developing, implementing and managing Enrollment Services programs in a college, university, or district post-secondary educational setting. Includes program and curriculum development processes as well as implementation and approval procedures at local and state levels;
- Demonstrated successful experience linking student services to the community;
- Demonstrated successful experience using data, surveys and student/community input to develop new and revise existing curriculum;
- Prior teaching or counseling experience at the college or university level;
- Demonstrated successful experience acquiring program, division or institutional resources and facilitating partnerships between local and regional business and industry groups and the campus community;
- Demonstrated experience related to innovations in instructional technology, methods and student learning;
• Demonstrated experience related to basic skills and student success;
• Demonstrated successful experience leading programs related to the administrative assignment, including: strategic planning and decision making; staffing, evaluation, and supervision; and developing and managing budgets; and
• Demonstrated ability to effectively plan, meet deadlines and establish structures, systems, and processes to reach goals and objectives with initiative and to completion.

DEMONSTRATED KNOWLEDGE AND ABILITIES:
• Knowledge of the mission of California Community Colleges;
• Understanding of the curriculum process and ability to develop and implement credit and not-for-credit programs;
• Knowledge of teaching and learning strategies and experience in evaluation of those strategies;
• A track record of being innovative in planning, developing and producing quality instruction and student services delivered via technology;
• Ability to relate well and work effectively with students, faculty, staff and business and industry representatives of diverse backgrounds to achieve the college's strategic goal of being an entrepreneurial college;
• Demonstrated ability to work effectively in a participatory manner with all segments of the college community and community at large;
• Proficiency in applying technological applications to daily responsibilities;
• Ability to lead, implement and manage change;
• Ability to interpret and uniformly implement district policies and procedures and the college bargaining agreements;
• A commitment and sensitivity to, and respect for the diverse academic, so-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff as well as commitment to integrating diversity in the College’s instructional program;
• Commitment to universal access for all populations;
• A heightened sense of integrity, high energy, devotion to collegiality and civility as the accepted mode of discourse, and an exceptional level of creativity and initiative;
• Ability to manage and direct a staff with diverse responsibilities and simultaneous projects in a team environment and achieve conflict resolution; and
• Ability to communicate effectively and persuasively orally, in writing, and using technology.
• A tolerance for ambiguity and a good sense of humor.

PERSONAL AND PROFESSIONAL COMPETENCIES:
Every administrator with the College is expected to be:
• A creative, innovative, energetic instructional leader, a technologically sophisticated professional who is skilled in various technology applications;
• A leader who possesses interpersonal skills and qualities, including a can-do optimistic attitude, creativity, ambition, sensitivity, honesty, integrity, fairness, flexibility, a sense of humor, an entrepreneurial nature, and a tolerance for ambiguity;
• An experienced academic committed to continued improvement; a visible, accessible and collaborative educator who encourages and acknowledges the contributions of others, who is willing to be a risk taker and create an environment that is open to new ideas;
• A supporter of consistent and on-going professional development initiatives, in pursuit of the college's strategic goals;
• A fair-minded, ethical, and honest leader with excellent interpersonal and communication skills and the courage and integrity to lead and accept responsibility;
• A leader knowledgeable of management theories and practices, learning theories and practices, and community college finance;
• A capable planner who can systematically allocate resources to further institutional goals, evaluate the results of the allocations, and develop strategies for continued development; and
• A skilled leader adept in planning for the emerging needs of the District and successful in resource generation and partnership development.

SALARY PLACEMENT:
This educational administrator position is twelve (12) months per year and will be on an, individual, multi-year contract and exempt from overtime and compensatory time accumulation. The salary range for this position is $120,000 - $150,000. Salary placement will be negotiated and will be commensurate with qualifications and experience. An excellent benefit package including medical, vision, dental, life and Section 125 is offered.
Physical Demands:
Position requires sitting and viewing a computer monitor for extended periods of time plus frequent periods of standing and walking, which may include climbing staircases; dexterity of hands and fingers to operate a computer keyboard and related equipment; reaching, bending, kneeling, crawling and stooping; frequently exert 10-20 pounds of force to lift, carry, push, pull or otherwise move objects; hearing and speaking to communicate and provide information to others; vision to read printed material and computer monitor; handling and working with various materials and objects; and travel from site-to-site.

Conditions of Employment:
Successful completion of background fingerprint clearance, pre-employment physical examination (disabilities not related to the physical job will not affect the application process) and TB screening.

Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.

Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.

Board of Trustees approval.

Official, sealed transcripts are required upon offer of employment.

Position is contingent upon funding and is subject to change.

Equal Employment Opportunity:
The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources office directly at (661) 362-3427.

About the District:
Innovative. Collaborative. Entrepreneurial. These characteristics not only define College of the Canyons, but also mark the faculty, staff, and administrators who make this college one of the most unique among the 113 California Community Colleges.

Established in 1969, College of the Canyons is among the fastest growing community colleges in the nation. It is widely recognized as a model community college for enhancing student access, success, and equity. In fact, its completion rates rank among the highest in the state. The college has also established a well-deserved reputation for bolstering economic development, and offering innovative career technical education responsive to industry needs.

Guided by visionary leadership, College of the Canyons serves the dynamic, growing Santa Clarita Valley and surrounding regions within a 367-square-mile area of northern Los Angeles County.

A steady infusion of new residents and businesses creates a spirit of possibilities that inspires the college to be flexible, creative, and attuned to the evolving needs of the community. The growing diversity of the community is mirrored by the college, which qualifies as a Latino-serving institution.

The college’s influence in the community is best illustrated in the dozens of collaborative partnerships it has forged with local school districts, regional government entities, and service organizations. Thousands of children visit the college’s Performing Arts Center annually thanks to the K-12 Arts Education Outreach initiative. Together, the City of Santa Clarita and the college operate the WorkSource Center to bring job seekers together with employers. And, Academy of the Canyons, an early/middle college high school that is ranked among the top 10 percent of high schools in the nation, is housed on our Valencia Campus.

College of the Canyons is housed on two campuses – Valencia and Canyon Country. It features 62 degree and 71 certificate programs, along with 19 associate degree for transfer (AD-T) options. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. In addition, the University Center located on the Valencia Campus offers approximately 40 certificates and credentials, along with bachelor’s and master’s degrees, from partnering four-year colleges and universities.

Because of the college’s commitment to meeting the needs of the community, local voters have approved two bond measures valued at more than $240 million since 2001. The college also secures substantial funds from the state, and millions of dollars in grants each year that allow new, cutting-edge programs to be developed and facilities to be built to accommodate them. The college is designated as a Hispanic Serving Institution.

Given its commitment to growth and innovation, College of the Canyons sets a new standard for what a college can achieve. It is a vital cultural, educational and economic force in the region. Join us here, and you will discover unexpected opportunities, the freedom to innovate, and a chance to shape the future.

Application and Selection Process:
Applicants are encouraged to complete their applications online at www.canyons.edu/O ffices/H um anR esources. If you require assistance, please call the Human Resources office at (661)362-3427 or for the hearing impaired TTY/TDD Line at (661)362-5178. Applicants may check the status of their application online and may expect to be notified within approximately 5 weeks following the Review Date as to the status of their application.

All application materials must be uploaded online or received in the Human Resources office by the end of the day on the Review Date in order to assure consideration for this position. Postmark is not acceptable for this purpose. Separate application materials must be submitted for each position applied for. Materials submitted become property of the District and will not be returned, copied, or considered for other openings. The Human Resources office is located in the University Center, Suite #360 at 26455 Rockwell Canyon Road, Santa Clarita, CA, 91355.

Your application is not complete until the following required materials have been uploaded online or received by the Human Resources office:

• District Academic Application.

• A list of six (6) references with their names, titles, business and home telephone numbers. The list should include two (2) current and two (2) former supervisors, one (1) subordinate, and one (1) community or business representative. All references (except for former supervisors) must be within the last five (5) years. References will not be contacted without the applicant’s knowledge.

• A current detailed resume, summarizing education and experience.
Letter of interest (cover letter). In your letter, please address your qualifications and experience as they pertain to the job duties, the demonstrated knowledge, and the abilities section of this announcement. Provides specific details and examples of your direct leadership in achieving the list of minimum and desirable requirements for this position.

Copies of complete and legible college transcripts clearly indicating all college units earned and any degree awarded. Submit unofficial copies of transcripts for application purposes. Copies of diplomas are not acceptable in lieu of college transcripts. Please see our website for the requirements for evaluation of transcripts from foreign colleges or universities.

Confidential Recruitment Source Information (optional).

Supplemental Questionnaire. Please answer the following questions as part of your application packet.

1. Describe your experience working in Student Affairs at an institution of higher education? Please outline the three greatest challenges facing Student Affairs in the next five years.

2. Administrators at College of the Canyons are fully involved in planning and program development, often across functional disciplines. Innovation and out of the box thinking are expected here. Describe the planning initiatives you have created and managed. Discuss your experience with program development; outline the steps you would take to create and implement a new program.

3. This position requires adept skills in handling personnel at all levels: student workers, classified staff, faculty and administrators. Describe the staff you have supervised and explain your approach to resolving staff conflicts.

4. Community Colleges require cross functional collaboration across all work groups in the day to day operation of college business. Tell us about how you would ensure information, program decisions, program design, and project status are communicated across the campus.

5. Technology is integral to the functioning of Enrollment Services. In today's world, technological advances occur often. Tell me the part technology plays for today's students and how you have used or championed technology to enhance service to students.

Please Note:

- Skills evaluation of candidates for interview may be required.

- Travel and relocation expenses are the responsibility of the applicant.

- Hiring committees review all complete, qualified application packets. Possession of the minimum qualifications does not guarantee an interview.

- A presentation will be required for those candidates selected for an initial interview.

- Current COC employees who are applying for this position: Please be aware that materials from your personnel file are not included as part of the application file; therefore, please provide the same requested application materials as any other applicant.

- Applicants are encouraged to apply online. If you need assistance with the application process, contact:

  Human Resources Office
  (661) 362-3427
  TTY/TDD: (661) 362-5178 or visit our website at www.canyons.edu/offices/humanresources

It is the applicant's responsibility to ensure that all application materials are fully and correctly submitted. All materials submitted are for this position only and become the property of the District. Materials will not be returned, copied or considered for other openings. Resumes may not be submitted in lieu of the official application form.

The College is expecting to conduct initial interviews the week of August 29, 2016 and conduct final interviews the week of September 5, 2016. This is an estimated timeline, and is subject to change.

Position is offered contingent on funding. We reserve the right to withdraw, extend the filing date, reopen, or delay filling this position. Recruitment may continue until the position is filled.