Los Angeles Mission College
Announces an opening for the position of
Dean of Student Success
Expanding Learning Opportunities for Students

LAST DATE TO FILE: August 1, 2014

The Los Angeles Community College District announces an opening for a Dean at Los Angeles Mission College (LAMC). The Dean will report to the Vice-President of Student Services. Interested individuals who possess the required training and experience are invited to submit applications. LAMC is a two-year community college that serves more than 11,000 students from diverse socio-economic backgrounds. The College is one of nine in the Los Angeles Community College District. Founded in 1975, LAMC is located in Sylmar and has strong historical ties to the neighboring communities of San Fernando, Pacoima, Mission Hills, North Hills, Panorama City and Granada Hills. In recent years, the institution’s enrollment base has expanded to include many of the communities throughout the greater San Fernando Valley, as well as Canyon Country and Santa Clarita. The College provides excellent transfer, basic skills, transitional and career education programs. Committed to student success, Los Angeles Mission College works closely with local secondary institutions to assist high school students in their transition to higher education and maintains strong ties to the business community by providing highly respected job training programs that directly meet the workforce needs of local and regional employers. Los Angeles Mission College prides itself on its commitment to diversity, its institutional culture of collegiality and innovation, its globalization of curricula, and its inclusion of the community in its programming. Student-focused, motivated, and dynamic individuals who possess the required training, work experience and commitment to the community college mission and values are invited to submit applications.

POSITION DESCRIPTION
The Dean of Student Success is responsible for leadership, direction, coordination, general supervision, and evaluation of LAMC’s student success programs and services, the Transfer Center, the Assessment Center and other appropriate programs/areas. The Dean provides leadership for planning, development, coordination, supervision, and evaluation of counseling services, including academic planning, career development, transfer preparation, and articulation. The Dean will plan, implement and supervise the assessment, orientation, follow-up, research, and training and evaluation components of LAMC’s matriculation processes.

As a member of the college administrative team: the Dean shall work well with and demonstrate sensitivity toward persons at all levels of the college. The Dean reports directly to the Vice President of Student Services and assists in providing leadership for student services, developing and maintaining effective programs, and complying with applicable federal, state, and local rules and regulations.

The assignment includes, but is not limited to, the appropriate related responsibilities for the integration of student services and instruction that support student success. The Dean will assist in fostering a culture of transfer and guide the campus in creating systemic change in the college meets the needs of underprepared students.

MINIMUM QUALIFICATIONS
Applicants must meet minimum requirements as an administrator either by:

- A California credential authorizing administrative service at the community college level or;
- A Master’s degree from an accredited college or university;
- Completion of one year of full-time formal training, internship or leadership experience reasonably related to the administrative assignment and;
- Sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.
PERFERRED QUALIFICATIONS
In addition, the following qualifications are preferable:

- A minimum of two years of successful full-time experience as an administrator or program director experience in grant-funded project management at the federal and/or state level.
- A minimum of two years working in the Student Services area at a community college.
- Excellent communication skills and experience in working with a population (faculty, staff, and students) of diverse ethnic, linguistic, and socioeconomic backgrounds.
- Knowledge of the management information needs of an effective instructional program and uses of various computer resources to meet those needs.
- Experience in community college teaching and budgeting.
- Strong writing and oral skills, with experience in leading presentations and workshops.

DESIRABLE QUALIFICATIONS

- Two years of demonstrated successful full-time faculty or management experience in accredited institutions of higher education or
  Two years of successful full-time experience in administrative or management positions in business, industry, education or government.
- Demonstrated leadership experience in planning, organizing, and implementing programs.
- Demonstrated experience in interpreting, articulating and implementing a variety of regulations, policies and procedures.
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- Sensitivity to changing student populations, ethnic and cultural diversity within those populations and the academic programs necessary to serve such students.
- Experience in and knowledge of budget development and management, including appropriate methods of monitoring and evaluating categorical or specially funded programs.
- Ability to communicate effectively both orally and in writing.
- Personal characteristics necessary for working with students, employees, and the public in an administrative capacity, including stability, good judgment, tact, and ability to cooperate with co-workers.

DUTIES AND RESPONSIBILITIES

- Serve as a member of the student services team; assist the VP in providing leadership for student services, developing and maintaining effective programs, and complying with applicable federal, state, and local rules and regulations;
- Manage the 3SP budget; authorize all expenditures, assume responsibility for appropriate utilization of funds, and establish a procedure for timely process and approval of expenditures. Monitor detailed time payroll, manage the budget allocated for activities ensuring all established project fiscal policies are followed, and provide monthly budget summaries;
- Serve as LAMC’s Matriculation Officer; Interpret, articulate, implement and ensure adherence to all applicable college, district, and state requirements pertaining to the state funded Student Success and Support Program;
- Oversee preparation and submission of required fiscal and annual 3SP reports to the California Community College Chancellor’s Office and supervises the collation and analysis of data to evaluate progress and achievement of goals and objectives;
- Provide guidance to college administrators, faculty and staff in the interpretation of rules and policies by remaining thoroughly informed regarding the 3SP and Student Success Imitative terms/conditions given by the State Chancellor’s Office;
- Plan and supervise additional counseling services with the Counseling Department Chair that addresses the Student Educational Plan (Abbreviated and Comprehensive) state mandates;
- Provide general supervision for the planning, implementation, coordination and evaluation of the services and activities provided by the Transfer Center and the Transfer Center Counselor/Coordinator; supervise the administration of the college's transfer program, assuring compliance with state guidelines and college goals;
- Supervise and plan At-Risk activities with the Counseling Department, Learning Resource Center and various academic departments such as English and Math;
- Supervise and manage the Management Information System (MIS) data required for state reports;
- Plan, coordinate, and supervise the delivery of the matriculation process and services to non-credit students through the college's Learning Resource Center;
• Plan, coordinate, and supervise the delivery of assessment and orientation services for all incoming students in compliance with state guidelines and college policies and procedures; supervise and monitor the activities of the Assessment Center;
• Plan and supervise both the live and online Orientations with the assistance from the Counseling Department Chair;
• Update and keep the Orientation presentation current;
• Assure compliance with district-negotiated agreements;
• Assume leadership of, or serve on, college councils, committees, and task forces as required, and represent unit assigned and/or college at meetings of the community, other educational institutions, and agencies as required;
• Supervise and evaluate assigned academic, classified and management personnel;
• Other related duties as assigned.

SALARY and BENEFITS
This is a full-time position with salary and benefits. The annual salary range is $112,139 - $143,955 depending upon education and experience. The doctoral differential is $3,992 per year. Benefits include medical/hospital, dental and Vision care plans and a group life insurance policy.

APPLICATION PROCEDURE
Applicants will be required to file the application using the J.ACCD web-based software to create an applicant profile account, allowing documents to be saved and uploaded as attachments. Go to http://laccd.peopleadmin.com/postings/1616 to apply for this position. After review of application materials by the selection committee, candidates will be contacted only if selected for interviews.

For consideration in the selection process, all interested persons must submit the following:
• Letter of Interest, preferably three pages or less, which addresses the responsibilities and desirable qualifications as detailed in this announcement
• A current resume
• Contact information for three professional references (name, title, address, email and telephone numbers) of individuals who can assess the candidate’s qualifications for the position
• Copies of transcripts (official transcripts are required for all candidates invited to the final interview). Documentation from an approved foreign transcript evaluator is required for degrees received from other countries. For a list of approved foreign transcript evaluation agencies, please go to http://www.etc.ca.gov/credentials/leaflets/et635.pdf

Employment is contingent upon Verification of qualifications. Los Angeles Mission College reserves the right to modify and/or withdraw this position at any time.

Notification regarding the advancement in the selection process will be provided to each applicant. Individuals protected by the Americans with Disabilities Act (ADA) may request an accommodation in the selection/interview process with at least three business days prior notice. Documentation of the need for accommodation may be requested.

For additional information or questions, please contact via email, Vice President of Student Services, Joe S. Ramirez at ramirezs@lamission.edu.

The completed application package must be submitted by Friday, August 01, 2014 to be considered. Application materials may not be submitted by Fax or e-mail.

Los Angeles Mission College is an Equal Opportunity Educator and Employer