Announcement of Hiring Process

President

Los Angeles Mission College

Los Angeles Mission College is one of the nine colleges comprising the Los Angeles Community College District. Headed by a Chancellor and governed by an elected Board of Trustees, the Los Angeles Community College District is the nation’s largest community college district with more than 6,000 employees and an enrollment of approximately 115,000 students each semester.

The College

Los Angeles Mission College lies twenty-two miles north by northwest of downtown Los Angeles, in the San Fernando Valley. The college was established in 1975 to address the educational needs of the Northeast San Fernando Valley. Today, the student body of over 7,000 crowds the campus, which is in its first phase of development. Recent voter approval of two major construction bonds marks the beginning of an exciting new chapter in our history. The influx of bond money will allow the campus to expand its facilities to serve up to 15,000 students by the year 2015. The college recently completed a 1200-space multi-level parking structure. A new Child Development Center and Health, Physical Education & Fitness Center are currently under construction. Future projects include a Culinary Arts Center and Bookstore Complex and a Media Arts Building. Los Angeles Mission College is a new, safe, and intimate campus.

Los Angeles Mission College is fully accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges. The College’s accreditation was recently reaffirmed in July 2007. It offers a broad range of courses and community services, thereby assisting students in attaining their educational goals.
Mission of the College

Los Angeles Mission College exists to provide the highest quality education to each student who comes to us.

To achieve this mission, we are dedicated to providing an atmosphere that respects and assists people in pursuit of their educational goals. We strive to facilitate student mastery of academic and workplace skills by using traditional and innovative modes of instruction. Recognizing that growth is a continuous process, we maintain the on-going commitment to reflect the changing needs of our students as we build upon the interdependence of our college, our student body, and the community that we have the privilege to serve. Our mission is student success.

Presidential Responsibilities

The President is responsible for the administration of the college, in conformity with the directives and duties assigned by the Chancellor and consistent with the rules established by the Board of Trustees. These responsibilities include:

• Assuming the leadership of the college, taking into account the existing institutional and community cultures.
• Developing an increased level of confidence within the community regarding the stability and future growth of the college.
• Interpreting the aims and objectives of community college education by writing and speaking for press, radio, television and citizen groups: participating in local, state, regional and national professional organizations.
• Strengthening the identity of the college by developing meaningful relationships between Los Angeles Mission College and the surrounding communities, including promoting the college’s successful programs and services, developing effective marketing strategies, and creating effective partnerships between Los Angeles Mission College and the business, cultural, and civic organizations within those communities.
• Understanding and working willingly with constituent groups in the shared governance process.
• Securing external funding to enhance the mission of the college through private and public sources.
• Assuming responsibility for all college programs and student activities; organizing, supervising and evaluating personnel; plant utilization; per capita costs and submitting recommendations on the annual budget in accordance with defined policies.
• Serving as the college representative on the Chancellor’s Cabinet.
• Performing other duties as assigned by the Chancellor.

Professional Skills and Competencies

Demonstrated experience in:

• Building collegiality among all campus groups fairly and evenly utilizing participatory governance and collaborative decision-making to forge consensus on difficult issues.
• Coordinating a variety of tasks/projects to their completion within designated time frames.
• Working with a student body of demographics similar to those of Los Angeles Mission College.
• Communicating and working effectively with all aspects of a community of similar demographics, including local community leaders, elected officials, students and their families.
• Facilitating institutional growth and fiscal stability.
• Acquiring outside funding and promoting the college through various marketing strategies.
• Implementing effective planning, budget development, and fiscal management.
• Assessing and analyzing the needs of the service community to facilitate innovative curricula and programs.

Minimum Qualifications

• An earned doctorate from an accredited college or university is preferred. A master’s degree is required.
• Demonstrated full-time administrative experience in higher education.
• Teaching or non-classroom faculty experience is also preferred.
• A medical certificate indicating fitness to engage in administrative work is required for new employees at the applicant’s expense after selection and before employment.
• A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college faculty, staff, and students.

Salary

The current salary range is $155,057 to $182,065 annually. Employee benefits include 15.5 paid holidays and 24 days paid vacation annually, generous medical/hospital, dental, and vision care plans and a $50,000 group life insurance policy.

Filing an Application

To apply, send:

• A letter of application, five pages or less, which provides examples from background and experience to demonstrate how your knowledge and expertise apply to the minimum qualifications and the responsibilities, demonstrated professional skills and competencies as described in this brochure;
• A current resume of professional experience, educational background, and other pertinent information;
• A list of eight references with business and home telephone numbers, including two supervisors, two subordinates (including one support staff member), two faculty and two community members.

These documents must be sent electronically to ExecApply@email.laccd.edu, as attachments; paper applications will not be accepted. The district website is www.laccd.edu; that of Los Angeles Mission College is www.lамission.edu.

The search committee will begin reviewing applications after November 30, 2007; however, late applications may be accepted until the position is filled. The college’s current President, who is serving on an interim basis, does not intend to apply.

If selected, additional information such as official transcripts will be required. Please e-mail all application materials to ExecApply@email.laccd.edu. Nominations may be e-mailed to the same address. For additional information, contact LACCD Human Resources at (213)891-2252.

For confidential inquiries, contact:
Dr. James Walker, Community College Search Services Telephone:(818) 879-2112, fax:(818) 879-2112,
E-mail: walkerju@scgglobal.net or
Dr. Al Fernandez, Community College Search Services Telephone:(805) 650-2546, fax:(805) 650-8469
E-mail: ccss@scgglobal.net