ABOUT THE COLLEGE
Los Angeles Mission College, a comprehensive community college located in the northeast San Fernando Valley, is both the youngest and one of the most community-oriented colleges in the Los Angeles Community College District. Mission provides accessible, affordable, high quality learning opportunities in a culturally and intellectually supportive environment with more than 40 academic Associate’s degrees and over 20 vocational certificates. For more information on the college, please copy and paste this link into your browser: www.lamission.edu.

POSITION DESCRIPTION
Los Angeles Mission College is seeking applicants for a full-time Dean of Institutional Effectiveness. The Dean of Institutional Effectiveness will report directly to the Vice President of Academic Affairs. The Dean will be responsible for the College’s overall planning, review, and research activities. Duties of this position are focused on the college’s efforts to increase the effectiveness of enrollment, retention, accreditation, persistence and completion for student success. The Dean will also provide information and support for the college’s enrollment planning and management of instructional and student services.

MINIMUM QUALIFICATIONS
• 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.
• Sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS
• Three years of increasingly responsible experience reasonably related to the assignment
• An understanding of the teaching/learning process, student services, and institutional effectiveness measurements
• Experience in development and implementation of strategic planning processes and systems
• Experience in promoting use and implementation of strategic planning processes and systems
• Team-oriented problem solving skills
• Ability to delegate authority
• Understanding of and familiarity with California education code and community college policies
• A collaborative, visionary leader, who encourages improvement
• Ability to work in a positive manner with faculty, administration, classified personnel and students
• Demonstrated commitment to student success
• Ability to communicate articulately both in public and in private, as evidence by the ability to listen as well as to speak and write effectively
• Excellent analytical and organizational skills
• Demonstrated experience in interpreting, articulating and communicating regulations, policies and procedures

DUTIES AND RESPONSIBILITIES
• Provide leadership in the process of enrollment management and deliver needed information and analysis to faculty, chairs, and administrators for setting educational priorities for institutional effectiveness, including FTEF/FTES analysis, student outcome measure, and institutional and student services process measures.
• Plan, implement, and evaluate the validation of placement testing, course advisories, co-requisites, and pre-requisites.
• Develop, coordinate, and maintain an annual planning calendar for on-going and ad-hoc institutional research and assessment.
• Organize, implement, and oversee a systematic integration of planning, research, staff development, accreditation, grants management, budgeting, and development that is aligned with the College Strategic Plan, the Educational Master Plan, and the accreditation process.
• Execute budget allocation analysis, including budget review and projection.
• Provide analysis and interpretation of research data to assist faculty members and administrators with ensuring that the College plans, facilities, and infrastructures are responsive to student enrollment needs and student success.
• Serve as the College’s liaison in matters related to institutional effectiveness, including serving on the District Strategic Planning committee. Maintain liaison with other management in the District, state colleges, university and other community colleges on matters relating to strategic planning, institutional effectiveness and accreditation.
• Formulate a variety of mandated and requested College, District, State and Federal reports.
• Serve as evening and weekend administrator on a rotational basis as required.

SALARY/BENEFITS
The selected candidate will be allocated within the salary range according to previous salary. Annual salary in the District ranges from $108,873-$139,762. An additional doctoral stipend of $323 per pay period is available for applicants possessing a doctorate degree from an accredited institution. Benefits include medical, dental, vision for employees and eligible dependents, term life insurance, and (State Teachers Retirement System) retirement program.

APPLICATION PROCESS
Applicants will be required to file the application electronically by using web based software which allows applicants to create an account, upload all required documents as attachments and save their application for future use.

Applicants must submit the following:
- A current resume
- A cover letter of intent – including teaching philosophy
- Three professional references including the name, position title, contact information and relationship to the applicant
- Copies of transcripts from accredited institutions with evidence of degrees awarded (official transcripts are required for applicants invited to interview)

The completed application packet must be submitted no later than Friday, December 7, 2012 by 4:00 P.M. to be considered. All materials submitted become the property of the Los Angeles Community College District. Employment is contingent upon verification of qualifications. Immediate filing is recommended.

Please copy and paste the following link into your browser to apply for this position:

http://laccd.peopleadmin.com/postings/595

For additional information about this position please call Dorothy Mundt, Academic Affairs at (818) 364-7635 or by e-mail: hiring-aa@lamission.edu

DIVERSITY PROGRAM
The policy of the Los Angeles Community College District is to implement equal opportunity to all qualified candidates for employment without regard to race, color, national origin, ancestry, religion, creed, sex, pregnancy, age, disability, marital status, medical condition (cancer related), sexual orientation, or veteran status. Positive action will be taken to ensure that this policy is followed in all personnel practices including recruitment, hiring, placement, upgrading, transfer, demotion, treatment during employment, rate of pay or other forms of compensation, selection for training, layoff or termination. A vigorous equal employment opportunity program will be maintained to ensure a diverse work force. Los Angeles Mission College is an Equal Opportunity Employer.
Individuals protected by the Americans with Disabilities Act (ADA) may request an accommodation in the section/interview process with at least three business days prior notice. Documentation of the need for accommodation may be requested. All materials submitted will become property of the LACCD. Positions are contingent upon funding and are subject to change.