



EL CAMINO COLLEGE COMPTON CENTER
EMPLOYMENT OPPORTUNITY FOR:
DEAN OF STUDENT SERVICES

FLSA: EXEMPT

POSITION DESCRIPTION: Under the direction of the Chief Executive Officer (CEO), provide overall leadership in planning, organizing, and directing: 1) student support services; 2) enrollment management, outreach and recruitment services in a multicultural diverse environment. Areas include: Athletics; Admissions and Records; Financial Aid; EOP&S/CARE, DSPS, Counseling, Student Development, Student Success & Support Programs, Federally Funded TRIO Programs; Transfer Services and all other student support services; long-range planning, grant writing; outreach and recruitment services for schools, administration of the department budget; supervise and evaluate the performance of assigned personnel. Once candidacy is granted by the Accrediting Commission for Community and Junior Colleges (ACCJC) this position title will change to Chief Student Services Officer (Salary Range M5). Upon achieving initial accreditation status by ACCJC, the El Camino College Compton Center will become known as Compton College and this position title will change to Vice President of Student Services (Salary Range M5).

RESPONSIBILITIES/DUTIES:

- Provide planning, technological, and administration to offer services and programs that advance the educational mission of the El Camino College Compton Center.
- Plan, develop, recommend and administer policies and procedures related to Compton Center and department planning on Student Services matters.
- Plan, direct, administer and evaluate the Student Services programs of the Center, including Admissions and Records, Athletics, Counseling, DSPS, EOPS/CARE, Financial Aid, Student Success & Support Programs, Student Development, Federally Funded TRIO Programs, Transfer Services and all other student support services areas; assure compliance with Compton Center, state and federal laws and regulations.
- Supervise and direct the self-study and program review of assigned departments through a shared governance process.
- Supervise and evaluate the performance of assigned administrative, faculty, managers and classified staff; interview and select personnel and recommend transfers, reassignments and disciplinary action, as appropriate.
- Assure compliance with the Compton Community College District Faculty and Staff Diversity Plan.
- Plan, coordinate and train assigned Student Services personnel.
- Coordinate and administer the planning, development and management of the budget for the Student Services Division; make recommendations to meet the educational and support needs of the Center's students and community.

- Provide administrative leadership for program review and continuous improvement of Student Services by developing and implementing student support programs and services within fiscal and educational standards established by the Center.
- Oversee the coordination of Student Services computer-related functions; recommend new uses of computer information technology.
- Attend and conduct a variety of meetings, workshops, conferences and other related activities; serve on or chair assigned committees and councils; represent the Center in meetings of the community and other educational institutions.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files pertaining to assigned Student Services activities and personnel.
- Perform other duties as may be assigned by the CEO.

REQUIRED QUALIFICATIONS:

- Master's degree from an accredited institution, or possession of a valid California Community College Supervisory Credential, **AND**
- Three years of formal training, internship, or leadership experience reasonably related to the administrative assignment, **AND**
- Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS:

- Ph.D. or Ed.D. from an accredited institution.
- Meeting minimum qualifications in one or more faculty service areas
- Demonstrated ability to develop and maintain effective programs and services in a collegial atmosphere.
- Demonstrated strong interpersonal skills.

CONDITIONS OF EMPLOYMENT

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), transcripts, fingerprint results, and tuberculosis examination as required. Candidates selected for employment will be required to provide verification of work authorization in the form of a passport, valid driver's license, or other equivalent identification, and social security card.

SALARY

The starting salary ranges from \$103,697 - \$132,819 annually, depending on education and experience. Excellent fringe benefits are included.

TO APPLY

Applicants must apply online. Go to our website at www.district.compton.edu (click on the Employment Opportunities link). Be prepared to have your documents on a disc or flash drive. You will be required to create an employment profile and download the following documents:

- 1) Online application
- 2) Cover letter describing how applicant meets the qualifications
- 3) Resume (only in Word format) including educational background, professional experience, and related personal development and accomplishments.
- 4) Photocopies of **all pertinent transcripts** (only in .pdf format) as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Foreign transcripts – Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA.

Applicants with disabilities who require special accommodations must advise Human Resources within 5 days of the closing date.

COMPENSATION AND BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

The District provides a diversified insured benefit program for all full-time employees including medical, dental, vision and life insurance. Dependent medical, dental, vision, and supplemental disability insurance is available towards which both the District and the employee contribute. Employees not requiring medical coverage may use the District's fringe benefit contribution to invest in a 403(b) program (tax sheltered annuity). Proof of medical coverage is required.

Sick Leave and Disability Insurance

Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days. Long term disability income protection insurance is also available.

Retirement

Full-time employees contribute a percentage of their salary to either the State Teachers Retirement System (STRS) or the Public Employees Retirement System (PERS).

ENVIRONMENT:

- Indoor environment.
- Driving a vehicle to conduct work.
- Evening or variable hours.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

1. Seldom = Less than 25 percent

2. Often = 51-75 percent
 3. Occasional = 25-50 percent
 4. Very Frequent = 76 percent and above
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- a. Ability to work at a desk, conference table or in meetings of various configurations. 4
 - b. Ability to sit for extended periods of time. 3
 - c. Ability to see for purposes of reading printed matter and observing students. 4
 - d. Ability to hear and understand speech at normal levels. 4
 - e. Ability to communicate so others will be able to clearly understand a normal conversation. 4
 - f. Ability to lift 5 lbs. 1

ABOUT EL CAMINO COLLEGE COMPTON EDUCATIONAL CENTER

El Camino Community College District became the partner district to Compton Community College District in August of 2006. Under the agreement with El Camino College, the El Camino College Compton Community Educational Center provides accredited instructional and student support services to our students with and on behalf of the Compton Community College District.

The 83-acre campus is located on Artesia Boulevard, just north of the Artesia freeway and west of the Long Beach freeway. The Compton Community College District continues to serve the communities of Compton, Lynwood, Paramount and Willowbrook, as well as portions of Athens, Bellflower, Carson, Downey, Dominguez, Lakewood, Long Beach and South Gate. The District has been a viable part of the community since 1927.

The Compton Center is a welcoming, learning community in which the campus as a whole collaborates to serve and assist students in pursuit of their respective goals. It serves as an integrated cultural Mecca, and functions in a unified fashion so that all current and prospective students receive consistent messages regarding the importance of learning and our commitment to assist them in achieving their learning objectives.

Compton is “The Place to Be!” We will continue to serve our community with the goal of giving all students the education and skills needed to succeed in our global economy.

The partnership between El Camino College and the Compton Community College District affirms their commitment to providing equal employment and educational opportunities for all individuals, regardless of race, color, ancestry, religion, gender, national origin, marital status, sexual orientation, handicap, age and Vietnam-era status.

Issue date: September 9, 2016

Closing date: October 24, 2016