POSITION PROFILE
Under the direction of the Vice-President, Enrollment Development, the Associate Dean of Outreach and Recruitment is responsible for coordinating the development and implementation for all student recruitment and outreach programs, including local, out-of-state and international.

REPRESENTATIVE DUTIES
Responsible for overseeing all activities of the outreach and recruitment functions and staff; supervises staff in assigned units (including training, performance management and evaluation);

Provides oversight to ensure excellent service to the various constituents, both internal and external

Serves as the Enrollment Development liaison for issues related to outreach and recruitment, with academic and student service departments, programs, and services, marketing and communications;

Organizes the outreach and recruitment calendar for high school programs, domestic and international college fairs, and conference presentations;

Represents Santa Monica College to professional organizations;

Participates in web, print publications and media design for identifying, attracting, admitting and enrolling new students, and coordinates dissemination of materials;

Manages and maintains the master recruitment calendar, collects and analyzed qualitative and quantitative data from visits and events, provides oversight and direction for meetings, events and programs;

Develops new alliances for international programs in coordination with the appropriate academic departments;

Maintains and enhances parent and alumni groups, and create new parent and alumni groups for international student recruitment;

Explores sites for Overseas Studies Programs for domestic students when abroad; provides recruitment follow-up for both domestic and international prospects;

Provides leadership and direction as a member of the Enrollment Development Team;

Keeps abreast of immigration and other applicable laws and regulations affecting international students;

Coordinates the campus new and prospective student communication plan;

Manages budget and resources of outreach and recruitment activities;

Frequent evening and weekend hours required; perform other related duties as assigned.

EDUCATION/EXPERIENCE
Master’s degree from an accredited institution and 3 years of administrative experience in recruitment, enrollment management, or equivalent background.

Evidence of sensitivity to and understanding of the socio-economic, academic, cultural and ethnic diversity within the community college student population, including students with physical and/or learning disabilities as these factors relate to differences in learning styles.

QUALIFICATIONS
Successful administrative and leadership experience in outreach and recruitment;

Demonstrated management and supervisory experience that includes employee development and performance management skills;

Proficient working knowledge of information technology used in academia or private industry, as well as internet applications and PC-based software, e.g. Microsoft Office Suite; familiarity with computers, including word processing, database, and spreadsheet software;

Experience working with people from a variety of culturally diverse backgrounds;

Successful administrative experience in the coordination and management of recruitment and outreach programs for both domestic and international students;

Knowledge of and experience with cultural differences and expectations affecting international students;

Excellent face-to-face, verbal and written communication skills, public speaking and good problem-solving ability;

Highly effective interpersonal skills and the ability to work with a diverse population of managers, college faculty and staff, office staff and students;

Previous international travel and study/residence abroad;

Ability to speak multiple languages preferred

Background in using information technology to conduct market analysis, develop new markets and analyze recruitment results;

Demonstrated ability to communicate effectively with administrators, faculty, staff, students, and officials at California State Universities, Universities of California, private and out of state institutions

INFORMATION/BENEFITS
• 12 month management position
• 24 paid vacation days
• 12 paid ill days
• Fully paid medical, dental and vision care coverage for the employee and dependents
• $50,000 Life insurance for employee
• STRS (State Teachers Retirement System) or PERS (Public Employees Retirement System if pre-qualified)

COMPENSATION
$121,064 - $140,346 Commensurate upon qualifications and experience.

CONDITIONS OF EMPLOYMENT
Appointment subject to verification of official transcripts, current or previous employment, tuberculosis exam, and fingerprint clearance. Selected candidate must provide identification and work authorization.

APPLICATION PROCESS AND REQUIRED MATERIALS
• A completed District application
• A cover letter which outlines education and experience relevant to the duties and responsibilities of the position
• A detailed resume of professional experience or placement file
• Equal Opportunity Survey - optional

APPLICATION ADDRESS
Request a district application:
(310) 434-4336 (24 hr. employment information), or visit the website at www.smc.edu.

Submit district application and materials:
Office of Human Resources
Santa Monica Community College District
1900 Pico Boulevard
Santa Monica, California 90405

If applying in person, submit application and materials to:
Office of Human Resources
Santa Monica Community College District
2714 Pico Boulevard, Suite 210
Santa Monica, California 90405

The Santa Monica Community College District will not accept FAXED applications and will not fax applications to applicants.

*The Santa Monica Community College District, in its desire to select outstanding faculty members from the largest possible pool of qualified applicants, recognizes the fact that candidates may attain expertise in a discipline through a variety of means. Certain combinations of education, experience and other accomplishments in the field may be judged by the District as equal to the stated minimum qualifications for this position. Candidates who feel they possess such equivalent qualifications are encouraged to apply and provide appropriate documentation of their qualifications.
**Resumes will not be accepted in lieu of the district application. E-Mail letters of reference will not be accepted.**

**Please note:** It is the applicant’s responsibility to ensure that all application materials are received on or before the closing date. All materials included in your application are considered for this position only (all materials may be photocopied). The district Application and all supporting documentation including original documentation and any photocopies become the sole property of the Santa Monica Community College District and are not returned.

**SELECTION PROCESS**

The selection process shall include the following steps:

(a) A screening/evaluation committee will review application materials to determine minimum qualifications for the position are met;

(b) A pool of qualifying candidates will be invited to an initial interview with the selection committee at the Santa Monica Community College District’s main campus or one of its satellite campuses;

(c) Upon completion of initial interview process, the selection committee will recommend candidates for final interview with the Superintendent/President who will recommend a candidate for appointment by the Board of Trustees. (One year contract from a mutually agreed upon start date).

Applicants will be notified by letter of their status as the committee progresses through the hiring process. Candidates who are selected for a final interview with the Superintendent/President should not expect official notification of the status of candidacy until the Board of Trustees has acted upon the Superintendent/President’s recommendation.

All travel costs related to an initial interview will be borne by the candidate. Only ½ of the airfare cost to the Superintendent/President’s interview will be borne by the college.

The Santa Monica Community College District reserves the right to contact the current or most recent employer of any candidate and to investigate past employment records.

The Santa Monica Community College District reserves the right to re-advertise the position or to delay filling the position indefinitely if it is deemed that applicants for the position do not constitute an adequate applicant pool.

**Accommodation:** Candidates with legally defined disabilities may request reasonable accommodation in the interview and the selection process by notifying the Office of Human Resources by the deadline date. Candidates may be required to supply documentation supporting the need for the accommodation when the request is made.

For Santa Monica Community College Campuses & Program Sites please go to the website below: [http://www.smc.edu/campusmap/default.htm](http://www.smc.edu/campusmap/default.htm)

For Airport, Hotel and traveling information please go to the Santa Monica Convention and Visitor Bureau website below: [http://www.santamonica.com](http://www.santamonica.com)

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The Santa Monica Community College District is a 37+ acre campus with 5 satellite locations situated in the city of Santa Monica, which is located in the western part of Los Angeles County. The college provides excellent academic and vocational programs and counseling services to an ethnically diverse student population of 32,000.

The Santa Monica Community College District has an annual budget of $120 million, approximately 1200 permanent and full-time faculty members and classified employees.

**OUR VISION, MISSION & GOALS**

**Santa Monica College:**

**Changing Lives Through Excellence In Education**

Santa Monica College strives to create a learning environment that both challenges our students and supports them in achieving their educational goals. We prepare our students to contribute to the global community as they develop an understanding of their personal relationship to the world’s social, cultural, political, economic, technological, and natural environments.

To fulfill this mission, the College provides open and affordable access to excellent associate degree and occupational certificate programs. These programs prepare students for successful careers, develop college-level skills, enable transfer to universities, and foster a personal commitment to lifelong learning.

Santa Monica College serves, represents, and embraces the community’s racial and cultural diversity. We promote the exchange of ideas in an open, caring community of learners and recognize the critical importance of each individual to the achievement of our vision.

**Student Success:**

The College will provide the best possible learning environment to develop, motivate, and support students. The College will assess student outcomes to enhance educational programs and services.

**Academic Excellence:**

The College will uphold its tradition of academic excellence and innovation centered on a strong core of classified staff, faculty, and administrators. All are dedicated to the lifelong development of individual skills and competencies.

**Community of Mutual Respect:**

The College will be exemplary as a diverse community of mutual respect—a community characterized by respect for the individual, free exchange of ideas, broad collaboration, and participation in college governance.

**Effective Use of Technology:**

The College will promote access to technology to achieve its goals.

**Community Partnerships:**

The College will develop public/private partnerships to meet the educational needs of our community, ensure financial viability, and promote employment of our students and alumni.

**Supportive Physical Environment:**

The College will acquire, plan, develop, and maintain facilities and equipment to provide access to the best possible educational environment and promote the use of sustainable resources.

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**REV 3/6/08**