POSITION PROFILE
Under the direction of the Dean of Workforce Development, the Direction of Bundy/Workforce Development is responsible for providing administrative leadership in the development of contract education that addresses the needs of global businesses and industries. This position will help position SMC in securing grants and sector-based training contracts and assist in continuing the flow of resources to benefit the campus’ student body.

REPRESENTATIVE DUTIES
The Director, Bundy/Workforce Development will manage and coordinate the development and execution of a variety of projects related to the workforce development contracts and grants;

Provide effective leadership in developing comprehensive training programs and technology-based learning mediums while also implementing and evaluating programmatic outcomes;

Identify and expand economic development opportunities targeting local, regional and international firms that strive to address community training needs;

Connect with trade associations with global strategies in order to expand and outreach/outsource the abilities of SMC;

Identify training needs of business and industry and contribute to the supervision of categorically-funded economic development and vocational programs;

Provide leadership for assigned Project Managers and Customized Training staff in order to ensure the deployment of the fullest array in educational/training service;

Make recommendations for project improvements and act as the liaison for the Workforce and Economic Development department to local, state and federal forums pertinent to the employment and training arena;

Participate in state/national/international activities that promote economic development and provide assistance in the creation of high quality and innovative training approaches;

Create program budgets, coordinating with other campus departments or external agencies to assure the full accountability of training-related activity records, reports and inventories;

Share program information with other SMC departments and key stakeholders serving as the liaison between the school system and regional/national/international economic development systems;

Assist in the selection of departmental staff, delegating supervising and evaluating staff performance according to department strategies and policies;

Responsible for developing and implementing staff development activities in order to increase efficiency and effectiveness in the delivery of contract education and industry-specific training.

Establish networks with local, regional and international employer groups and trade association in order to widen SMC’s visibility as a training, contract education or workforce development leader;

Provide presentations about the college’s programs which have the ability to meet the skill training needs of all communities;

Promote lifelong learning and the continued pursuit of skill and knowledge attainment;

Assist with administrative oversight of Bundy satellite site;

Performs other administrative duties as assigned.

EDUCATION/EXPERIENCE
Master’s degree or equivalent from an accredited institution and 3 years administrative experience;

Evidence of sensitivity to and understanding of the socioeconomic, 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
Proven ability to procure grants/contracts form local/state sources;

Good understanding of technology-based learning formats;

Proven track record in developing workforce development/career technical education modules;

Demonstrated ability to communicate effectively with administrators, faculty, staff, international students, and the public;

Knowledge of supervisory principles and practices.

*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.

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
$115,641 - $134,060 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

(If the placement file from graduate institution contains three (3) letters of reference which are less than three (3) years old, further letters of reference are not necessary)

• Three (3) letters from persons having first-hand knowledge of the candidate’s professional qualifications, character, etc.;
• Copies of transcripts (need not be official).
• 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. 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.

(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

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

THE DISTRICT

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 students and supports them in achieving their educational goals. Students learn 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 high quality associate degree and certificate of achievement 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 the world's diverse communities by offering educational opportunities which embrace the exchange of ideas in an open, caring community of learners and which recognize the critical importance of each individual's contribution to the achievement of the college's vision.

Santa Monica College will be a leader and innovator in student learning and achievement. Santa Monica College will prepare and empower students to excel in their academic and professional pursuits or lifelong success in an evolving global environment.

As a community committed to open inquiry that encourages dialog and the free exchange of ideas, Santa Monica College will serve as a model for students in the practice of its core values: intellectual inquiry, research-based planning and evaluation, democratic processes, communication and collegiality, global awareness, and sustainability.

Santa Monica College students will:
- Acquire the self-confidence and self-discipline to pursue their intellectual curiosities with integrity in both their personal and professional lives;
- Acquire the knowledge and skills necessary to access, evaluate, and interpret ideas, images, and information critically in order to communicate effectively, reach conclusions, and solve problems;
- Respect the inter-relatedness of the global human environment, engage with diverse peoples, acknowledge the significance of their daily actions relative to broader issues and events;
- Assume responsibility for their own impact on the earth by living a sustainable and ethical life style.