POSITION PROFILE
Under the general direction of the Vice-President, Student Affairs and Vice-President, Academic Affairs, the Director of Student Success Initiatives will develop, monitor and promote student success strategies and programs to increase persistence, retention and academic success for under-prepared students.

REPRESENTATIVE DUTIES
The Director, Student Success Initiatives will plan, organize, implement, and evaluate success strategies for students placed at the basic skills level;

Provide leadership for and coordinate the development of a comprehensive Basic Skills Plan;

Adhere to maintain accountability guidelines for the Basic Skills Initiative;

Provide direction and leadership for the College's Welcome Center;

Work in collaboration with the Office of Institutional Research to set up reporting mechanisms to maximize program efficiency;

Work in collaboration with Career and Technical Education to develop success strategies for students in vocational education programs;

Oversee area budget(s), ensure objectives, timetables, and specific reporting requirements are met;

Serve as the District's liaison with the California Community College Chancellor's Office;

Coordinate with Academic Affairs and Student Affairs to develop policies and procedures that ensure compliance with local, state, and national regulations;

Represent District at local, state, or national meetings pertinent to specific assignments;

Participate in participatory governance and administrative committees as assigned;

Supervise faculty and staff; perform other administrative duties as assigned

EDUCATION/EXPERIENCE
Master's degree or equivalent in a related field from an accredited institution and one year of formal training, internship, or leadership experience reasonably related to the assignment;

Experience planning, directing, and organizing grants or projects;

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
Three years of supervisory experience;

Experience in teaching basic skills at the college level;

Knowledge of curriculum development; knowledge of new instructional and learning assistance strategies and emerging technologies;

Experience working with under-prepared students and other students who are at risk dropping out of college;

Ability to communicate effectively, both oral and written, with administrators, faculty staff, students, and the public;

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.

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

- Four (4) reference letters from persons having first-hand knowledge of the candidate’s professional qualifications, character, etc. Letters should come from a supervisor, peer, subordinate and a community organization.
- 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 to:
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.

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
- $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.
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 full-time and part-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.