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:

Background in Student Services with a demonstrated understanding of grant-funded projects, including an understanding of grant compliance, fiscal monitoring and documentation, project reporting, and evaluation; the ability to work effectively and provide leadership to the grant team; excellent written and verbal communications skills; willingness to adopt a “hands on” approach to completion of projects and tasks, to work in a dynamic environment that requires flexibility, and to balance multiple responsibilities; strong computer skills; strong analytical and critical thinking skills so as to be able to collect and analyze the appropriate data and information to ensure that the programs are regularly, assessed and enhanced; 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.

DUTIES

Under the administrative supervision of the Dean of Academic Affairs and Continuing Education, the Project Manager of the Early Start Pathway will be responsible for the development and implementation of project objectives and the promotion of Santa Monica College’s Early Start Pathway in Early Childhood Education. The Project Manager will receive direct day to day oversight for the development and implementation of this project from SMC’s Early Childhood Education Faculty Lead, as well as from SMC’s grant partners, including Santa Monica-Malibu Unified School District and California State University, Dominguez Hills. Will assume the primary leadership role in all areas of program building and development, synthesizing information gathered from research, conversation with internal and external partnerships, and ongoing assessment of program services to create an effective best practice program that meets the needs of students, faculty, business/industry, and partners; Assist faculty and staff from SMC, SMMUSD, and CSUDH with the development of the 2+2 articulation and course alignment, providing support and resources as necessary; assess applicability of the CSU Early Assessment Program to the Early Start Pathway and how it might be applied to improve student readiness for college-level coursework, working in collaboration with SMC Assessment Center and grant partners; develop and maintain excellent working relationships with grant partners, industry professionals, students and parents, communicate effectively with high school, college community, and university counseling staff to ensure that the needs of both enrolled and potential students and their families are addressed; oversee marketing efforts to promote the programs and services of ESP through media, public relations channels, and public presentations to target groups; direct the work and assignments of professional staff providing outreach, recruitment, counseling, and other supportive services to high school and college students and staff, as well as industry professional, as outlined in the grant proposal; direct the work and assignments of administrative program support personnel; effectively manage a complex budget that includes at least two subcontract agreements; develop and facilitate a local advisory committee that helps develop program and policies that improve services to high school and college students interested in careers in ECE; work with the evaluator to assess the effectiveness of the project and present this information to constituency groups; prepare reports to funding agencies and the District administration; assure accurate and complete records systems; and attend all required grantee meetings with LAUP and its partners.

MINIMUM QUALIFICATIONS

Master’s degree from an accredited institution of higher education; OR the equivalent* (as determined by a bachelor’s degree in a related field and 12 credits of graduate study or six years of project management experience); one year of formal training, internship or leadership experience reasonably related to the assignment; OR Possession of an appropriate valid California Community College Supervisory Credential.

PREFERRED QUALIFICATIONS

Background in Student Services with a demonstrated understanding of K-16 counseling, advising, and transfer processes; working knowledge of grant-funded projects, including an understanding of grant compliance, fiscal monitoring and documentation, project reporting, and evaluation; the ability to work effectively and provide leadership to the grant team; excellent written and verbal communications skills; willingness to adopt a “hands on” approach to completion of projects and tasks, to work in a dynamic environment that requires flexibility, and to balance multiple responsibilities; strong computer skills; strong analytical and critical thinking skills so as to be able to collect and analyze the appropriate data and information to ensure that the programs are regularly, assessed and enhanced; 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.

INFORMATION/BENEFITS

• The academic work calendar is 12 months
• 24 paid vacation days each academic year
• 12 paid ill days each academic year
• Fully paid medical, dental and vision care coverage for the employee
• Life insurance for employee
• STRS (State Teachers Retirement System)

COMPENSATION

Salary: $85,653
(based upon academic preparation and administrative experience)

APPLICATION PROCESS AND REQUIRED MATERIALS

• A completed District application
• A detailed resume of professional experience or placement file
(A 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
(This form is distributed with each district application. Completing and returning the form is done on a voluntary basis. The Office of Human Resources maintains an Equal Employment file, which yields the composition of the applicant pool by ethnic group and gender for each open position. The “Equal Opportunity Survey” form is confidential and is not circulated through the selection procedure).

All applications and materials must be received by April 30, 2008 at 4:30 pm.

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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. Applicants wishing to apply for more than one (1) position must submit duplicate materials for each position, including the district application (all materials may be xeroxed).

Applicants must specify the position applying for on each district application submitted. 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.

Submit a district application:

Office of Human Resources
Santa Monica Community College District
1900 Pico Boulevard
Santa Monica, California 90405

Submit district application and materials in person:

Office of Human Resources
Santa Monica Community College District
2714 Pico Boulevard, Suite 210
Santa Monica, California 90405

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

http://www.santamonica.com

For Santa Monica Community College Campuses & Program Sites please go to the website below:

http://www.smc.edu/campusmap/default.htm

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 College’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 beginning on or after January 2008.

*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.
availability of categorical funds. The selected candidate will not accrue retreat rights.

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.

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.

Appointment subject to verification of official transcripts, T.B. test, a successful physical examination, etc.

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.

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 part-time faculty and classified staff.

POSITION ANNOUNCEMENT

Full-Time/Temporary Administrative PROJECT MANAGER, EARLY START PATHWAY

$85,653

Application Deadline APRIL 30, 2008

Equal Opportunity, Title IX, Employer of the Disabled

Rev. 3/21/08