POSITION PROFILE
Under the direction of the Dean, External Programs, the Associate Dean, Emeritus is responsible for providing administrative leadership in the development of adult education for older adults. This position will ensure SMC has a strong public image within the community for providing customized education for the several stages of aging including physical, mental and social stimulation, entitlements, occupational skills and showcase events according to state guidelines.

REPRESENTATIVE DUTIES
The Associate Dean, Emeritus will manage and coordinate the development and execution of a variety of projects related to older adult non-credit education and student services;

Work with academic departments and Joint Academic Senate Committees to ensure high quality education and services for older adults;

Provide leadership in the development of curriculum in response to the emerging needs of older adults according to current research and trends;

Select, assign and supervise qualified faculty, including scheduling faculty assignments; scheduling facilities, and coordinating instructional support in cooperation with college departments;

Develop/Implement an evaluation method to assure the highest quality programs and faculty teaching methods for older adults;

Market the Emeritus College which includes schedule production, Internet postings, press releases and informational flyers;

Represent SMC in local/regional/national consortiums related to older adult education (e.g., LLCP, Older Adult Task Forces, Community College Educators of Older Adults, ACE the American Society on Aging, and SMC speaker bureau);

Establish partnerships with local and regional providers of services for older adults, e.g., local cities and non-profits;

Provide enhanced services and events to support student learning, e.g. art exhibitions, concerts, lectures and collaborative projects;

Lead the development effort to secure private support and grants for the program and ensure adequate accountability for expenditures and donor recognition for annual fundraising and planned giving;

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

Promote life-long learning.

EDUCATION/EXPERIENCE
Master's degree or equivalent from an accredited institution and 3 years administrative experience; documented education or training in issues on aging, experience in working with older adults and experience in fund-raising;

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
Proven ability to establish local/regional partnerships with educational, governmental and non-profit institutions and organizations;

Proven ability to implement a development plan and supervise alternative funding sources such as gifts and grants;

Demonstrated ability to communicate effectively with administrators, faculty, staff, international students, and the public; knowledge of supervisory principles and practices.

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

(REPRESENTATIVE DUTIES)
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.

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

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
$121,064 - $140,346. Commensurate upon qualifications and experience.
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
For Airport, Hotel and traveling information please go to the Santa Monica Convention and Visitor Bureau website below: http://www.santamonica.com

REV 04/13/09

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.