POSITION PROFILE
Under the direction of the Vice-President, Academic Affairs, the Dean, 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 Dean, 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;

Oversee 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;

Perform 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 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 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
$133,532 - $154,800 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 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

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.

SANTA MONICA COLLEGE

Full-Time/Administrative DEAN, WORKFORCE DEVELOPMENT

$133,532 - 154,800

Application Deadline OPEN UNTIL FILLED

First Review May 15, 2009

Equal Opportunity, Title IX, Employer of the Disabled

Board of Trustees
Louise Jaffe Chair
Judge David Finkel (Ret.), Vice Chair
Dr. Susan Aminoff
Dr. Nancy Greenstein
Dr. Margaret Quiñones-Perez
Rob Rader
Dr. Andrew Walzer

Dr. Chui Tsang, Superintendent/President

HTU

Judge David Finkel (Ret.), Vice Chair
Dr. Susan Aminoff
Dr. Nancy Greenstein
Dr. Margaret Quiñones-Perez
Rob Rader
Dr. Andrew Walzer

Dr. Chui Tsang, Superintendent/President

HTU