

# ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

## Foothill College

### Director, Foothill-De Anza Community College District Internship Program

**Job #07-008**

**Open Until Filled**

The Foothill-De Anza Community College District is currently accepting applications for the management position of **Director, Foothill-De Anza Community College District Internship Program, Foothill College.**

**PROFILE:**

The Foothill-De Anza Community College District (FHDA) Internship Program is located at the NASA/Ames Research Center at Moffett Field in Mountain View, California and is conducted as a cooperative effort between the NASA/Ames Research Center and the Foothill-De Anza Community College District. The program provides local community college students with one-year experiential educational internships at local corporations and public agencies, supporting almost every college major in a wide range of professional settings.

**DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:**

Under the direction of the Dean, Middlefield Campus, provide overall administration, development and direction of the FHDA Internship Program. Provide fiscal accountability and overall administration of monthly invoices, intern payroll records, and all program grant, private sector and scholarship funds. Develop, project, and monitor the FHDA Internship Program proposal and budget. Serve as a liaison between the District, NASA/Ames, and a variety of agencies and/or corporations. Develop new NASA/Ames contractor and private industry internship sites and prepare corresponding contracts. Prepare program information as well as equal opportunity and statistical reports (i.e. property and patent rights reports). Screen, select, train, supervise and evaluate classified staff and faculty. Coordinate a small caseload of less than 15 interns when needed. Develop marketing materials for the purpose of recruiting and educating potential applicants. Market the Internship Program to companies and agencies to develop new internships. Work closely with District and NASA/Ames grant monitors and other funding agencies to resolve budgetary discrepancies. Write successful grant proposals to provide internships for underrepresented populations or special student groups. Ensure that the program meets goals related to the diversity of students as established by the District or conditions of funded grants. Conduct orientations, recruitment sessions, and workshops/seminars that focus on job search skills and professional growth. Make public presentations at community events and Board or college meetings.

Promote and enforce the District's commitment to safety by ensuring that all employees in the Division receive appropriate updated training in hazardous materials handling, storage, and disposal.

**MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. A Master's degree in any related field.
3. Two years experience in educational administration or management of an internship, training or experiential education program.
4. Two years of experience administering large budgets which includes accurate invoicing, budget tracking and fund accounting principles.

**PREFERRED QUALIFICATIONS:**

1. Knowledge of standard administrative practices used in managing a large and complex budget.
2. Knowledge of grant writing and grant-funded programs or projects.
3. Knowledge of standard practices used in hiring, training and supervising personnel.
4. The ability to function independently and make difficult decisions in a timely and appropriate manner.
5. The ability to interact and communicate well with a wide variety of individuals and groups.
6. The ability to make recruitment presentations to large groups of students.
7. The ability to lead workshops/seminars regarding job search skills or professional growth.
8. The ability to develop successful marketing strategies.
9. The ability to provide leadership and flexibility in the development of programs that meet continually changing labor market needs.
10. Experience with conflict resolution.
11. Possess leadership and teambuilding skills.
12. Possess public speaking skills.

**-OVER-**

**APPLICATION PACKET:**

1. A District application to be completed at [www.fhdajobs.net](http://www.fhdajobs.net) (a paper application is available by visiting [www.fhda.edu](http://www.fhda.edu) or by contacting Employment Services).
2. A cover letter detailing your qualifications, skills and abilities as they relate to the position.
3. A current resume of all work experience, formal education and training.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
5. Photocopies of all college transcripts.

Foothill-De Anza Community College District  
12345 El Monte Road  
Los Altos Hills, California 94022  
(650) 949-6217  
Email: [employment@fhda.edu](mailto:employment@fhda.edu)  
<http://www.fhda.edu>

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

**Hiring Range:** \$67,368-\$69,863

Annual salary plus benefits; actual placement is non-negotiable and is based on applicant's verified education and experience.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:  
<http://hr.fhda.edu/benefits>

**TERMS OF EMPLOYMENT:** Full-time, Grant-funded,  
12 months per year.

**SCHEDULE:** Monday- Thursday, 10 hours per day

**STARTING DATE:** As soon as possible upon completion of the search process.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

For more information about our application process contact:  
Employment Services