

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Foothill College

Dean, Middlefield Campus

Job #07-103

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for the management position of **Dean, Middlefield Campus, Foothill College**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Reporting to the Dean of Faculty and Staff, coordinate instruction, student services, and administrative support to the Middlefield Campus. Oversee registration, counseling, EOPS, financial aid, career center, cooperative education, transfer center, tutorial support, learning resources, health, food, multimedia, and faculty and student support services. Plan and develop curriculum and course offerings with division deans to optimize the use of the facility. Select, train, and supervise both permanent and temporary classified staff in a culturally diverse, shared governance environment. Project and track all related budgets. Coordinate, maintain, and upgrade Middlefield Campus facilities and capital equipment in support of various educational programs. Adhere to OSHA and other applicable regulations. Administer entrepreneurial programs that support Foothill's academic programs. Market educational and vocational programs to increase program efficiency and productivity. Assure inclusion of cultural activities to enhance a diverse environment for students on both Foothill and Middlefield campuses.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Master's Degree in a related field or the equivalent.
3. One year of administrative experience, formal training, internship or leadership in any related field.
4. Proven successful experience at the college level in one or more of the following areas: academic leadership, personnel and fiscal management, preparation and presentation of oral and written reports, and successful project leadership.

PREFERRED QUALIFICATIONS:

1. Three years of management or supervisory experience in multifunction service areas which require academic and project leadership, and personnel and fiscal responsibilities.

In addition, successful candidates will demonstrate the following:

1. Provide innovative leadership and motivation in areas of responsibility.
2. Communicate effectively with staff, faculty, administrators, students and community agency representatives.
3. Work cooperatively with division deans toward common goal.
4. Supervise faculty and staff.
5. Administer complex budgets.
6. Actualize cultural diversity and support a multi-cultural environment.

APPLICATION PACKET:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting 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, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
5. Photocopies of all college transcripts.

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: \$106,536.48-\$111,866.64

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.

-OVER-

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, Permanent,
12 months per year.

STARTING DATE: July 2007

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