

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Foothill College

Dean, Student Support Programs and Services

Job #07-156

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for the management position of **Dean, Student Support Programs and Services, Foothill College.**

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under direction of the Vice President of Instruction and Student Development, responsible for the development, maintenance and evaluation of student success programs, outreach and recruitment, and college retention efforts. Develop early alert, follow up, and accountability systems. Determine outcomes for student services. Develop and maintain policies and procedures related to the admissions and registration process. Develop and manage overall division budget and determine allocation of funds to various programs. Present budget proposals and obtain approvals. Determine selection of qualified faculty and staff; present recommendations for Board approval. Oversee and coordinate student support programs including EOPS, Financial Aid, Puente, Early Alert, and Pass the Torch. Monitor and approve categorical funds for EOPS, Pass the Torch, and Puente programs. Develop and coordinate college-wide enrollment plan including admissions, outreach and recruitment. Coordinate college outreach and recruitment efforts including parent orientation, scholarship ceremony, and high school/college fair visits. Research, develop, and implement student success and retention systems including college-wide mentoring systems for students. Develop and monitor enrollment processes system between potential contacts, current students, parents, and college services. Coordinate with instruction and student services deans to develop student success systems. Determine selection of qualified faculty and staff. Supervise and evaluate faculty and staff. Represent the college at regional, state and national conferences and/or meetings. Support, implement, and promote compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education. Encourage cultural and ethnic diversity in staffing, curriculum, programs, and services. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to staff. Maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.

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 or equivalent.
3. One year of administrative experience, formal training, internship or leadership in an area related to student services.

PREFERRED QUALIFICATIONS:

1. Experience as a member of a non-traditional academic program for students from a traditionally underrepresented group.
2. Ability to coordinate campus-wide initiatives.

In addition, successful candidates will demonstrate the following:

1. Knowledge of federal FIPSE grant guidelines.
2. Knowledge of federal and state financial aid guidelines.
3. Knowledge of Title V and AB 1725 regulations governing community colleges related to matriculation and EOPS.
4. Knowledge of California community college mission, philosophy and education code.
5. Knowledge of retention and recruitment strategies and educational experiences of all students including those from traditionally underrepresented groups.
6. Knowledge of enrollment management and customer service principles for a fast-paced college environment.
7. Knowledge of student development principles.
8. Knowledge of student success best practices and programs.
9. Knowledge of electronic student success and admission systems and accountability models.
10. Knowledge of principles of leadership, management, and supervision.
11. Knowledge of principles of career guidance.
12. Knowledge of educational experiences and needs of students from traditionally underrepresented groups.
13. Knowledge of community college general education, vocational, and transfer curriculum.
14. Knowledge of California State University and University of California systems and transfer policies.
15. Knowledge of assessment and research principles and procedures.
16. Ability to relate to and communicate with students, parents and professionals from traditionally underrepresented groups.

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In addition, successful candidates will demonstrate the following:
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17. Knowledge and understanding of the intersecting role of instruction, student services, and of non-teaching faculty.
18. Ability to work with counselors, faculty, administrators, and students in a cooperative, open, and responsive manner.
19. Ability to demonstrate a commitment to academic and professional excellence.
20. Ability to support a multicultural environment and effectively work with academically and culturally diverse students, faculty and staff.
21. Ability to facilitate student success initiatives utilizing program planning, development, implementation, research and collaboration.
22. Ability to demonstrate leadership skills and the ability to manage programs, budgets and staff.

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-\$111,866

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, Permanent, 12 months per year.

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
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>