

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Foothill College

Vice President, Career/Workforce Education and Technology

Job# 07-182

Closing Date 06/15/07

The Foothill-De Anza Community College District is currently accepting applications for the management position of **Vice President, Career/Workforce Education and Technology at Foothill College.**

Vice President Profile:

This position is one of four vice presidents, all of which have both academic and student services responsibilities. The four vice presidents report directly to the president as the senior administrative officers of the college. The Vice President, Career/Workforce Education and Technology: provides strong leadership and vision in coordinating the development and operation of Career and Workforce Development programs on and off campus; coordinates the implementation of new career programs and information technology functions with the division deans; directs the Learning Resource Center, and provides leadership and oversight to the deans of three academic divisions: Biological and Health Sciences, Fine Arts and Communications, and Computer Technology and Information Systems.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Reporting to the President, will serve as a catalytic force in formulating and implementing, collaborating and promoting career programs, economic development, and workforce education on the campus. Ensure the viability and integrity of career and vocational programs. Work with division deans to implement new career programs. Represent the college as a member of the Bay Area Community College Consortium. Monitor VTEA budget and campus-wide allocations. Attend regional and state occupational education meetings and conferences. Formulate and implement the technology goals and objectives of the college's master plan. Provide vision and follow-through in meeting the technology needs of the learning community including planning, budgeting, acquisitions, and allocation of computer and communication services. Lead faculty and staff in efforts to improve teaching, learning and service to students through technology. Oversee and lead the implementation of the college's strategic plan for technology. Monitor the college's technology budget and provide a system for the internal allocation and regulation of funds. Confer with users and advise on procedures, methods, technical concerns and budgets. Monitor regulatory changes and technology trends in order to forecast the impact of the changes/trends upon Foothill College. Provide direct supervision to the Library Learning Resource Center and administrative leadership, and direction to the deans, faculty and staff of the Biological and Health Sciences, Fine Arts and Communications, and Computer Technology and Information Systems divisions. Represent the college in District decisions involving budget, personnel, safety, and

technology allocations. Support and implement the District's Diversity and Equal Opportunity Plan. Assure compliance with the District's Injury and Illness Prevention Program. Promote and enforce the District's commitment to safety and SEMS 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.
3. One year of administrative experience, formal training, internship or leadership in a related area.

PREFERRED QUALIFICATIONS:

1. Three years progressively responsible administrative leadership, including academic division dean/chair experience or equivalent.
2. Experience with development and implementation of career programs.
3. Experience with college or industry workforce planning.
4. Knowledge of information systems and computer applications.
5. Experience with college or industry technology planning, including systems migration.
6. Experience in enrollment management and productivity measurements.
7. Experience monitoring budgets and grants.
8. Experience working with the California Education Code, Title 5 Regulations, and collective bargaining.

In addition, successful candidates will demonstrate the following knowledge and abilities:

1. Ability to use effective communication skills, both oral and written, including complex proposals and presentations, and effective listening skills.
2. Ability to supervise personnel.
3. Ability to effectively lead and manage.
4. Ability to effectively use interpersonal skills, follow through with duties, provide attention to detail, and demonstrate the ability to motivate others.
5. Ability to effect innovative solutions to management and technology issues.

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In addition, successful candidates will demonstrate the following knowledge and abilities: (continued)

6. Ability to use creative facilitation and conflict resolution skills to resolve difficult and sensitive issues.
7. Ability to understand and implement shared governance, teambuilding and collaborative decision-making process within and across division/department lines.

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. A description of your vision for attracting and retaining populations that have been historically underrepresented in career and workforce programs. Include your track record of accomplishments that demonstrate your ability to act on such a vision. A minimum of one page and a maximum of two pages required.
6. 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.

Salary: Administrative Salary Schedule Level M

Hiring Range: \$120,291 - \$132,612

Full Salary Range: \$121,491- \$149,176

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: August 1, 2007 or as soon as possible thereafter.

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>