



El Camino College

Dean of Workforce Programs & Career Pathways



El Camino College seeks a visionary, innovative, equity-minded strategic, passionate, and experienced Dean of Workforce Programs & Career Pathways who will foster campus collaborations that support the next stage of growth and achievement for El Camino College.

***** THIS POSITION IS CONTINGENT UPON GRANT FUNDING. *****

ABOUT EL CAMINO COLLEGE

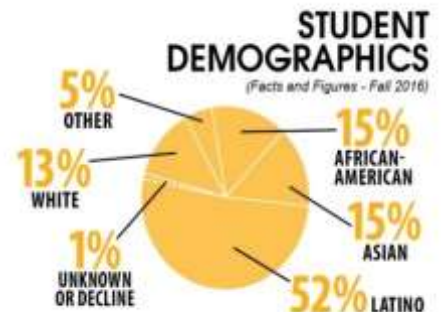
El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities. El Camino College provides many opportunities for students to succeed. Through the Honors Transfer Program, El Camino College transfers hundreds of students each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.

With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. Capital construction projects, as well as new initiatives to support student success, position El Camino College as a premier institution for teaching and learning.

MISSION STATEMENT

El Camino College makes a positive difference in people's lives. We provide innovative and excellent comprehensive educational programs and services that promote student learning, equity, and success in collaboration with our diverse communities.



DEAN OF WORKFORCE PROGRAMS & CAREER PATHWAYS

Division: Student Support Services
Posting Closing Date: February 28, 2024
Req: A2324-033
Position Type: Educational Administrator

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BASIC SUMMARY OF DUTIES

Under the supervision of an assigned administrator, the Dean of Workforce Programs & Career Pathways manages career placement efforts and workforce development activities for students. The Dean connects academic programs to workforce opportunities and oversees related programs and funding sources (e.g., Strong Workforce, Regional Funds, Guided Pathways, and the Los Angeles Education Partnership.) The purpose of the position is to enhance the educational experience of students, to create meaningful and impactful career pathways, and to seamlessly transition students from education into the workforce while also supporting institutional goals.

REPRESENTATIVE DUTIES

Oversees and manages career technical education programs (e.g., Strong Workforce). Ensures that career technical education programs are aligned with the needs of the regional workforce. Collaborates with industry partners to identify skill gaps and works with faculty to develop relevant curriculum.

Works with other administrators, faculty, and staff to ensure that career pathways are clearly defined for students. Provides guidance on course sequencing, academic advising, and cocurricular support services.

Coordinates and manages regional funding sources that support workforce development (e.g., regional grants and resources that promote industry-specific training and placement programs.)

Oversees the implementation of career-related programs (e.g., Los Angeles Education Partnership or LAEP) which offer students opportunities to gain work experience while earning money to offset educational costs. Collaborates with employers and ensures that eligible students are effectively matched with suitable employment opportunities.

Manages the distribution of program funds to maximize benefits for students. Determines compensation limits, payment arrangements, and ensures students are paid at comparable rates relative to similar positions within the employing organization.

Collaborates with the Financial Aid Office to establish eligibility criteria and manage the student participation process for career-related programs (e.g., LAEP). Ensures that student enrollment status, residency, academic progress, financial need, and work eligibility are reviewed and accounted for as part of the eligibility process for career-related programs. Gives priority to underrepresented students, including first-generation college students, former foster youth, homeless or at-risk students, and those majoring in STEM disciplines.

Engages with potential employers, including corporations, nonsectarian organizations, research centers, public schools, and others. Collaborates with employers to identify and create learning-aligned employment opportunities for students, ensuring that on-the-job experiences are meaningful and relevant.

Expands opportunities for students by establishing strategic partnerships (such as with the South Bay Workforce Investment Board.) Focuses on partnerships that identify employment opportunities specifically related to student meta-majors and partnerships that support equity groups (e.g., veterans, formerly incarcerated individuals, foster youth, single-parent households, low-income families, etc.) Offers meaningful and targeted career pathways that promote equity and inclusion.

Manages personnel who work in the Career Center. Ensures that Career Center personnel offer job search resources for students including resume writing workshops, interview preparation coaching sessions, and consistent support on career and major preparation (e.g., utilization of the Guided Pathways framework.)

Ensures that participating employers adhere to program guidelines and do not displace existing workers or impair existing contracts for services. Develops and maintains written agreements with employers and provides reasonable supervision for each student participant.

Performs other related duties as assigned or requested.

JOB QUALIFICATIONS

Education and Experience: Master's degree and one (1) year of formal training, internship, or leadership experience related to workforce programs or career pathways for college students.

OTHER QUALIFICATIONS

Knowledge/Areas of Expertise:

Knowledge of planning and reviewing budgets.

Knowledge of grant management techniques, data collection, and grant reporting.

Knowledge of budget preparation and financial planning.

Expertise in managing an economic development program or related department.

Expertise in program development, management, and evaluation.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disabilities, and ethnic backgrounds of community college students and employees.

Abilities/Skills:

Ability to communicate clearly both orally and in writing.

Ability to establish and maintain effective relationships with community leaders, businesses, industries, local and state officials, regional K-12 school districts, and other educational institutions.

Ability to work collegially and collaboratively with diverse constituencies, both internal and external to the College; demonstrates tact, patience, and courteousness.

Ability to utilize Microsoft Office Suite, virtual meeting platforms, and other related computer programs at a proficient level.

Ability to track progress towards identified outcomes through quantitative and qualitative methods and use data to monitor and improve program operations.

Ability to maintain awareness of workforce development trends and innovative practices being implemented in industry and higher education.

Ability to analyze situations accurately and adopt an effective course of action.

Ability to consistently meet schedules, timelines, deliverables, and established deadlines.

Licenses or Other Requirements:

Valid California driver's license

WORKING CONDITIONS

May be required to drive to off-site locational periodically.
Must be able to move from one work area to another.
Hand, wrist, and finger dexterity needed to operate various office machines.
Some evening hours or overnight travel may be required.

SALARY

Starting salary is \$169,614 annually. Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step 6 is reached (\$196,626 annually).

CONDITIONS OF EMPLOYMENT

Full-time, 12-month, educational administrator position on a renewable employment contract. During the winter recess, all administrators are required to charge three (3) days of accrued vacation between December 25 and the January 1 holidays.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental and vision insurance is available, toward which both the College and the employee contribute.

Sick Leave and Disability

Accrued paid sick leave is one day for each month of service with no maximum accrual. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days and are paid at 50 percent.

Retirement

Full-time employees contribute a percentage of their regular salary to either the State Teachers Retirement System (STRS) or to the Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.

- Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE PDF** document.

CLOSING DATE: WEDNESDAY, FEBRUARY 28, 2024 at 3:00 p.m.

IMPORTANT NOTE: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. ***Check the status of your application online.***

FOREIGN TRANSCRIPTS

Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit:

<http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](http://maxient.com)

INTERVIEW EXPENSES

Individuals identified for FINAL interviews are eligible to have their expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Finalists must complete and submit a W-9 Form and Human Resource's "Interview Expense Reimbursement Form" and include appropriate support documentation to receive allowable reimbursement amount.

APPLICATION ASSISTANCE

If you need assistance you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

FOR FURTHER INQUIRIES, CONTACT:

El Camino College

Human Resources

Martha E. Lopez

310-660-3593, Ext. 5809

melopez@elcamino.edu

16007 Crenshaw Boulevard

Torrance, CA 90506

JEANNE CLERY ACT COMPLIANT

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published an Annual Security Report and all required statistical data. This publication includes Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the Police Department and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.

EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.