

INTERIM DEAN OF COUNSELING AND STUDENT SUCCESS

Division: Counseling & Student Success

Posting Closing Date: 4/8/26

Req: A2526-IH2E

Position Type: Educational Administrator

KEY ROLES/RESPONSIBILITIES

Under direction of the Vice President of Student Services, exercise overall leadership of the Counseling and Student Success division providing functional supervision over assigned positions. Provide vision and leadership to develop, organize, and implement the Division's goals and objectives; plan, develop, organize, schedule, direct, improve and evaluate the department's programs, services, and activities; and provide oversight, development, and coordination of all elements of the areas assigned, including counseling, articulation, Transfer Center, Career Services, First Year Experience, Student Success Program, Immigrant Student Success, HBCU Transfer Articulation Guarantee program, and other special programs or grants.

Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the departments and Division; lead by example; actively participate in and support College-wide shared governance components and activities and other collaborative processes; encourage professional excellence among assigned staff; and promote, foster, and facilitate an organizational culture of customer service, teamwork, and innovation.

REPRESENTATIVE DUTIES

The following functional job duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

For a full listing of duties and work expectations, please refer to the job description located at:

[Dean Counseling and Student Success.pdf](#)

1. Plan, organize, coordinate, and direct the operations and activities of the Counseling and Student Success Division, including meeting compliance requirements, filing reports, managing budgets, monitoring timelines, and ensuring quality outcomes. Coordinate assigned activities with other College departments, divisions, and outside agencies.
2. Provide leadership for the development, evaluation and continuous improvement of necessary programs services and processes designed to assure student completion of abbreviated and comprehensive educational plans; intervention for at-risk students; retention, persistence, and success of students as identified in the College's Strategic Plan.
3. Coordinate programs and strategies, in collaboration with campus leadership, staff, and faculty, to meet the College's goals and strategic initiatives inclusive of, but not limited to student equity, onboarding, enrollment, retention, and completion.
4. Assure the provision of a student-centered, customer-service oriented environment for the delivery of all department functions and promote such an environment across campus. Provide leadership in the use of technology to assure the effectiveness and efficiency of Counseling and Student Success operations.
5. Maintain knowledge of new developments and innovative counseling and student services practices in community colleges and higher education; recommend changes to maintain relevance of programs and services to meet student needs.
6. Participate actively in strategic planning for the college, the Student Services area, and the Counseling and Student Success Division. Collaborate with faculty and staff in setting priorities for assigned areas, both short-term and long-range.

7. Oversee the development, implementation, maintenance, and evaluation of Counseling and Student Success Program Reviews and Services Area Outcomes to advance institutional effectiveness.
8. Ensure that state and federal regulations are implemented in policies, and anticipate legal ramifications, including but not limited to, security, privacy, identity theft, and fraud.
9. Provide leadership in the evaluation and improvement of processes within Counseling and Student Success to assure that all services provided to students are prompt, efficient and lead to a seamless experience for the student.
10. Monitor changes in laws, regulations, and technology that may affect College or departmental operations; implement policy and procedural changes as required.
11. Be an involved participant on the Counseling and Student Success management and leadership teams; collaborate with other managers within the area in the development of area plans and priorities.

ORGANIZATION MANAGEMENT

1. Maintain up-to-date knowledge of the regulations, policies, requirements, and eligibility criteria for assigned programs and ensure compliance with the College's policies, procedures, and practices.
2. Strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Establish priorities in conjunction with the College's comprehensive planning and budgeting guidelines. Develop and implement an organizational structure that maximizes utilization of resources and ensures effective and efficient delivery of services.
3. Search, onboard, train, supervise, motivate, and evaluate the performance of managerial, professional, operational, technical, and support personnel as assigned; recommend transfers, reassignment, termination, and disciplinary actions as needed; delegate and review assignments and projects; evaluate work products and results, develop appropriate procedures to accommodate need for information and assistance; establish and monitor timelines and prioritize work. Monitor employee performance on a regular basis and provide coaching for performance improvement and/or development as needed. Anticipate, prevent, and resolve conflicts under areas of supervision.
4. Plan for efficient and appropriate use and security of assigned facilities; assure compliance with health and safety regulations.
5. Work with Information Technology personnel on a continual basis to enhance and improve relevant computer systems. Learn and apply emerging technologies to perform duties and provide services in an efficient, organized, and timely manner. Work to infrastructure and technological resources to facilitate a positive learning and working environment and promote student success.
6. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Master's degree

Experience: One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

DESIRED QUALIFICATIONS

Desirable Education Master's degree in a student focused discipline such as counseling, psychology, educational or career counseling, or the equivalent.

Desirable Experience: Three (3) years administrative experience in student counseling, educational or career planning programs, plus at least one (1) year in program administration and coordination. Direct experience in grant-funded project/program management at the federal and/or state level in a similar community college setting.

Knowledge/Areas of Expertise:

- Experience managing complex projects/programs and/or federal contracts (including budgets and reporting) in a higher education setting.
- Effective principles, practices, procedures, and techniques involved in development, implementation, and evaluation of Counseling and Student Success programs, services, plans, strategies, processes, systems, projects, goals, and objectives.
- Title 5, Education Codes, and other regulations dealing with Student Success and Support Programs, Student Equity implementation strategies, and related matters.

Abilities/Skills:

- Effectively plan, organize, coordinate, and direct the activities and operations of the Counseling and Student Success Division.
- Develop appropriate metrics to evaluate department programs and functions; participate in program review and Service Area Outcome assessments and make recommendations for continuous quality improvement.
- Effectively provide a safe and secure working and learning environment for students to achieve their full potential.

WORK ENVIRONMENT & PHYSICAL DEMANDS

The work environment and physical demands here are representative of those required by an employee to perform the essential functions of this job successfully.

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. At least minimal environmental controls to assure health and comfort. Frequently involves working non-standard, evening, and weekend hours.

PHYSICAL DEMANDS

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

CLOSING DATE: Wednesday, April 8, 2026 at 4:00 p.m.

SALARY: The starting salary range from \$173,004 - \$200,580 annually

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

CONDITIONS OF EMPLOYMENT

This position is designated as a limited-term, full time administrative position. The position is expected to begin April 13, 2026 and end June 30, 2027. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive work days. During the winter recess, all management positions are required to charge three (3) days of accrued vacation between the Christmas and New Year holidays.

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 \(maxient.com\)](https://www.maxient.com)

TO APPLY

A letter of interest indicating how you meet the qualifications, application, resume and transcripts MUST be received in my email at mrogers@elcamino.edu by 4:00 p.m. on the closing date for consideration.

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>.

FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

El Camino College

HR Service Partner

Mark Rogers

310-660-3593, Ext. 3479

mrogers@elcamino.edu

16007 Crenshaw Boulevard

Torrance, CA 90506

JEANNE CLERY CAMPUS SAFETY ACT

In accordance with the Jeanne Clery Campus Safety 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 paper 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.