



**SANTA MONICA COMMUNITY COLLEGE**  
invites applications for the position of:

## **Dean, Academic Affairs**

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<b>SALARY:</b>	\$151,473.00 - \$175,599.00 Annually
<b>DEPARTMENT:</b>	Academic Affairs
<b>OPENING DATE:</b>	10/11/21
<b>CLOSING DATE:</b>	11/08/21 11:59 PM
<b>JOB DUTIES:</b>	

### **COMMITMENT TO EQUITY AND DIVERSITY**

With the goal of ensuring the equal educational opportunity of all students, Santa Monica College embraces diversity among students, faculty, staff, and the communities we serve as an integral part of our history, a recognition of the complexity of our present state, and a call to action for a better future. Embracing diversity means that we must intentionally practice equity and respect toward one another, and understand that discrimination and prejudices create and sustain privileges for some while creating and sustaining barriers for others. In order to embrace diversity, we also acknowledge that institutional discrimination and implicit bias exist, and that our goal is to eradicate those vestiges from our system. Our commitment to diversity requires that we strive to eliminate those barriers to equity, and that we act deliberately to create a safe and positive environment where individual and group differences are valued and leveraged for our growth and understanding as an educational community.

To advance the goals of diversity, equity, inclusion, and social justice for the success of students and employees, we must honor that each individual is unique and that our individual differences contribute to the ability of the college to prepare students on their educational journeys. This requires that we develop and implement policies and procedures, encourage individual and systemic change, continually reflect on our efforts, and hold ourselves accountable for the results of our efforts in accomplishing our goals.

We are invested as a community in cultivating and maintaining a climate where equity and mutual respect are both intrinsic and explicit by valuing individuals and groups from all backgrounds, demographics, and experiences. Individual and group differences can include, but are not limited to the following dimensions: race, ethnicity, national origin or ancestry, citizenship, immigration status, sex, gender, sexual orientation, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, religion, creed, military or veteran status, socioeconomic status, and any other basis protected by federal, state or local law or ordinance or regulation. We acknowledge that the concept of inclusion and diversity is ever-evolving, thus we create space to allow our understanding to grow through the periodic review of this statement. In service of these goals, Santa Monica College is committed to fostering an employment environment that offers equal employment opportunity for all and an educational environment that ensures the equal educational opportunity of all students.

### **Position Profile**

Under the direction of the Vice President, Academic Affairs, the Dean, Academic Affairs manages the instructional programs and services for the District. The Dean serves as a member of the Academic Affairs administrative team to provide leadership and support for the academic operations of the college. Instruction at SMC is both classroom-based and online, and the instructional program includes major preparation and general education requirements for associate degrees and transfer to four-year institutions; career education programs leading to certificates and degrees; intercollegiate athletics; non-credit ESL, basic skills, short term vocational, workforce development, and older adult (Emeritus Program) instruction; dual and concurrent enrollment programs for high school students; and not-for-credit Community Education and Workforce/Economic Development contract education offerings. The office of Academic Affairs also supports library resources, tutoring, supplemental instruction, and other learning resources.

### **Primary Duties and Responsibilities**

*(Examples of key duties are interpreted as being descriptive not restrictive.)*

As part of the Academic Affairs administrative team, the dean will participate in the activities below, and will be assigned primary administrative responsibility for one or more of the following:

- production of the Schedule of Classes in collaboration with Department Chairs;
- short- and long-term academic planning for the District, including collaborating with Facilities on academic facilities planning;
- oversight of budgets and classified staffing requests for instructional departments;
- redesigning college policies and practices to close racial equity gaps;
- supervision of Academic Affairs Associate Deans, Directors, and other managers;
- participatory governance processes and activities including Curriculum, Program Review, DPAC, and other Senate or District committee activities;
- faculty hiring and evaluation committee service;
- ensuring compliance with District policies and collective bargaining agreements, participating in resolution of contractual issues as needed;
- monitoring and entering faculty and administrator load and assignments; acting as liaison to Human Resources and Payroll such;
- supervision of classified staff members in Academic Affairs and in Instructional Departments;
- accreditation processes;
- grant administration;
- collaboration with Student Affairs and Enrollment Development faculty, staff and administration; and

- leadership for projects and performance of other duties as assigned.

### **Personnel Management**

This position supervises classified personnel and managers.

### **Skills, Knowledge, and Abilities**

- Ability to work effectively and harmoniously with colleagues in an environment that promotes innovation, teaching, learning and service to a diverse student population.
- Ability to develop innovative programs that strengthen the quality of services provided to students.
- Ability to apply legal and policy provisions to various problems consistently and correctly.
- Ability to effectively interact with persons of diverse socioeconomic and ethnic backgrounds.
- Knowledge of the mission of the California Community Colleges.
- Knowledge of federal and state laws as they pertain to working with students in an educational setting.
- Knowledge of principles of supervision, training and practices of office management.
- Knowledge of basic principles of accounting, budgeting and fiscal reporting.

### **Working Environment and Physical Demands**

- While performing the duties of this job, the employee is regularly required to work in an office environment on a district provided computer and or electronic devices, and to communicate with other district personnel and non-district individuals.
- While performing the duties of this job, the noise level in the work environment is usually moderate. the work environment is fast paced.
- During COVID-19 pandemic, the individual may need to work remotely.

## **MINIMUM QUALIFICATIONS:**

The qualified candidate must possess a master's degree or the equivalent from an accredited institution and have at least three years of leadership experience reasonably related to the administrative assignment.

## **PREFERRED QUALIFICATIONS:**

Preferred qualifications include recent successful experience in academic administration or experience as a department or division chair or director or dean as well as teaching experience in higher education. Competitive candidates will have:

- the ability to work effectively as a member of the administrative team to realize the College's vision, mission, goals, and institutional learning outcomes.
- willingness to adopt a "hands-on" approach to completion of projects and tasks, to work in a dynamic environment that requires flexibility, and to balance multiple responsibilities;
- excellent written and verbal communication skills in addition to excellent interpersonal skills dealing with all college constituencies and members of the public;
- strong computer skills and the ability to work with technical staff in developing technology solutions;
- creative problem-solving skills;
- the ability to lead in a participatory governance environment by emphasizing collaboration and consensus building;
- strong commitment to achieving racial equity at SMC; and
- sensitivity to and understanding of socioeconomic, academic, cultural and ethnic diversity within the community college population including individuals with physical and/or learning disabilities.

## **ADDITIONAL INFORMATION:**

### **Academic Administrator Application Requirements**

A standard application consists of the following:

- Online District Application
- Cover Letter
- Resume
- Transcripts

PLEASE NOTE: IF YOU ARE SELECTED FOR AN INTERVIEW YOU MAY BE REQUIRED TO PROVIDE THREE (3) CONFIDENTIAL LETTERS OF RECOMMENDATION TO BE REVIEWED BY THE HIRING COMMITTEE.

### **Diversity Statement**

Recent experience working with African American, Latinx, Native American, and other racially minoritized students in the classroom; and a willingness to use culturally responsive instructional practices.

Demonstrated sensitivity to issues of diversity, and ability to motivate and teach community college students of diverse ethnic and racial backgrounds, sexual orientations, genders, cultures, and learning styles, as well as students with disabilities or varied levels of academic preparation.

**Equity Statement**

Santa Monica College encourages candidates that are equity-minded to apply. SMC is a minority-serving, Hispanic-serving institution. We actively seek to attract candidates from minority groups that value equity, diversity and inclusion. Equity, diversity and inclusion are built into the culture at SMC and are an essential component of the work that we do. SMC is committed to racial and socioeconomic diversity as it is a reflection of our student population and we strive to hire candidates that share this commitment.

**Equal Employment Opportunity Disclosure**

The Santa Monica Community College District is committed to the principles of equal employment opportunity. All qualified applicants for employment, as well as District employees, shall have full and equal access to employment opportunity. No person shall be subjected to unlawful discrimination in any program or activity of the District. The District's Board Policy 3420 (Equal Employment Opportunity) may be accessed at:

[http://www.smc.edu/ACG/Documents/Board\\_Policy\\_Manual/Updated%20Board%20Policies%202017/Board%20Policy%20Chapter%203.pdf](http://www.smc.edu/ACG/Documents/Board_Policy_Manual/Updated%20Board%20Policies%202017/Board%20Policy%20Chapter%203.pdf)

**Equivalency Statement**

The Santa Monica Community College District, in its desire to select outstanding faculty members from the largest possible pool of qualified applicants, recognizes the fact that candidates may attain expertise in a discipline through a variety of means. Certain combinations of education, experience and other accomplishments in the field may be judged by the District as equal to the stated minimum qualifications for this position. Candidates who feel they possess such equivalent qualifications are encouraged to apply and provide appropriate documentation of their qualifications. For further details regarding equivalency criteria, please download the Equivalency Application Statement Form available at <https://jobs.smc.edu/applicants/static/customers/655/EquivalencyStatementPDF.pdf>

**Conditions of Employment**

Appointment is subject to verification of official transcripts, current or previous employment, tuberculosis and fingerprint clearance. Selected candidate must provide identification and work authorization.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.smc.edu>

Position #00191  
DEAN, ACADEMIC AFFAIRS  
HR

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Santa Monica, CA 90405  
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