

## Qualifications – Education/Experience

Possession of a Master's degree and one year of formal training, internship, or leadership experience reasonably related to the assignment or equivalent, from an accredited institution.

Three (3) years administrative experience is preferred.

Evidence of sensitivity to and understanding of the socio-economic, academic, cultural and ethnic diversity within the community college student population, including students with physical and/or learning disabilities as these factors relate to differences in learning styles.

## Qualifications – Preferred

- Proven ability to establish partnerships with local/regional educational, governmental and industry leaders.
- Ability to incorporate industry-recognized technical standards into curriculum that are valued in the workplace.
- Demonstrated ability to communicate effectively with administrators, faculty, staff, international students, and the public; knowledge of supervisory principles and practices.
- Excellent written and verbal communication skills in addition to excellent interpersonal skills dealing with all college constituencies and members of the public.
- Experience interfacing with College administrators, faculty, staff, students, and employers.
- Experience administering state or federally funded educational grant programs.



## Qualifications — Knowledge, Skills & Abilities

- Ability to effectively perform the duties and responsibilities of the position.
- Skill and ability to relate and work with people and systems from diverse cultures and bureaucracies.
- Creative problem solving skills.
- Knowledge of and ability to interpret and comply with applicable laws and codes relevant to the assignment.
- The ability to work effectively as a member of the administrative team to realize the College's vision, mission, goals, and institutional learning outcomes.
- The ability to lead in a participatory governance environment emphasizing collaboration and consensus building.
- Ability to supervise district staff.
- Performs other duties, as assigned.

## The Application Process

All applications must be complete and submitted online by 11:59 pm PT on April 6, 2015 at [https://jobs.smc.edu/applicants/jsp/shared/Welcome\\_css.jsp](https://jobs.smc.edu/applicants/jsp/shared/Welcome_css.jsp)

Application documents must include:

- A completed District application;
- Cover letter to include why you are interested in the position of Director, Community Relations;
- A detailed resume of professional experience;
- Copies of transcripts (need not be official);
- Three (3) letters of recommendation.

### Important to note:

- Incomplete applications *will not* be considered.
- If assistance is needed, contact the Office of Human Resources, 310.434.4415

## General Information

For additional information regarding this position, including benefits, compensation and salary schedules, please go to <http://www.smc.edu/HumanResources/HumanResourcesDepartment/Pages/default.aspx>.

## EEO Statement

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 3120 (EEO) may be accessed at: <http://www.smc.edu/ACG/BoardofTrustees/Pages/Board-Policy-Manual.aspx>

## Accommodation

Candidates with legally-defined disabilities may request reasonable accommodation in the interview and the selection process by notifying the Office of Human Resources.



Santa Monica College  
1900 Pico Boulevard  
Santa Monica, CA 90405

For questions or assistance, contact:  
Office of Human Resources  
Tel: 310.434.4415  
Hours: M-F 8:00am—5:00pm PT  
[www.smc.edu](http://www.smc.edu)

## Santa Monica College

### Position Announcement

## Associate Dean, Career and Technical Education (CTE)

**\$128,782— \$149,295**

**Applications accepted online  
March 6 — April 6, 2015**

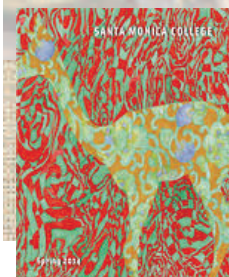
**An Equal Employment Opportunity  
Employer**



Changing Lives in the Global Community  
through  
Excellence in Education

**Changing Lives in the  
Global Community through  
Excellence in Education**

**VISION**



## The Position - Associate Dean, Career and Technical Education (CTE)

Under the direction of the Dean of Workforce Development, the Associate Dean of Career and Technical Education (CTE) is responsible for providing administrative leadership in the development and continuous improvement of Santa Monica College's CTE certificate and degree programs. The ideal candidate administers contracts and grant-funded programs that lead to new, expanded, and enhanced CTE programs that address the needs of regional businesses and emerging industries. The Associate Dean of CTE develops partnerships and engages employers to ensure SMC provides career education courses and credentials that meet the demands of industry and meet institutional objectives related to CTE.

### Primary Duties & Responsibilities

- The Associate Dean, Career and Technical Education will manage and coordinate the development and execution of multiple projects related to Career and Technical Education.
- Work with academic departments, Academic Senate Committees and other campus divisions as necessary to ensure the provision of quality CTE education and services.
- Provide leadership in local and state curriculum approval processes.
- Establish partnerships with regional trade associations, economic development agencies, and business/industry to identify emerging skills and hiring trends.
- Develop key cross-agency partnerships and engage local and state leaders to gain support for SMC's CTE programming.
- Represent SMC in local/regional consortiums relative to Career Technical Education (Los Angeles Regional Orange County Consortium/LAOCRC) as voting member in Dean's absence.

### Primary Duties & Responsibilities, cont.

- Validate traditional labor market data with businesses to determine skill and hiring trends for emerging job classifications related to SMC programming.
- Participate in grant writing, procurement, and distribution of Perkins Career Technical Education Act (CTEA) funds and ensure other necessary resources are raised and/or leveraged to develop and operate career pathways systems.
- Assist in the creation of program budgets, coordinating with other departments or agencies to ensure the full accountability of training-related activity records, reports and inventories.
- Assist faculty in designing career education programs that provide a clear sequence of education courses and credentials that meet the demands of business and industry.
- Assess and evaluate interventions and measure outcomes to ensure continuous improvement of CTE programs.
- Provide leadership and evaluation for assigned managers and staff.

## The District

Santa Monica Community College District is a single campus district composed of a main campus and five satellite campuses located in the City of Santa Monica, County of Los Angeles.

The District is governed by a seven member Board of Trustees, elected at large, and a student trustee, and serves the entire Los Angeles Metropolitan area.

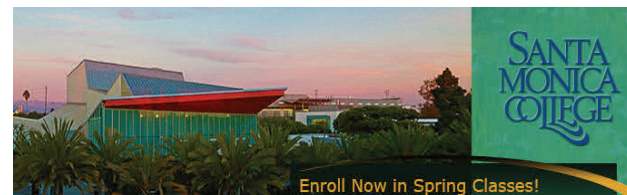
## Vision Statement

Santa Monica College will be a leader and innovator in learning and achievement.

As a community committed to open dialog and the free exchange of ideas, Santa Monica College will foster its core values: knowledge, intellectual inquiry, research-based planning and evaluation, academic integrity, ethical behavior, democratic processes, communication and collegiality, global awareness and sustainability.

## Global Connectivity

Santa Monica College is nestled within one of the most ethnically and socially diverse regions of our country. The student body reflects this diversity on a global scale. As a two-year higher educational institution, SMC is committed in an on-going effort for employees to reflect the diversity of the students and communities served by this unique College.



***Santa Monica College is committed to the principles of equal employment opportunity regardless of race, religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, or disability in accordance with Federal, state and local regulations.***

***Investing in Santa Monica College is  
Investing in the Future***