



**Office of Human Resources
Job Description**

Dean, Noncredit and External Programs

Position Profile:

Under the direction of the Vice President, Academic Affairs, the Dean, Noncredit and External Programs manages the noncredit instructional programs and services for the District as well as innovative, collaborative programs with the school district, cities, RAND, and other partners. The Dean serves as a member of the Academic Affairs administrative team to provide leadership and support for the academic operations of the college.

The instructional program at SMC includes major preparation and general education requirements for associate degrees and transfer to four-year institutions; career technical education programs leading to certificates and degrees; basic skills instruction for development of college-level skills; non-credit ESL, basic skills, and older adult (Emeritus College) instruction; and not-for-credit Community Education and Workforce and Economic Development contract education offerings.

Primary Duties and Responsibilities:

- Oversee noncredit programs including Emeritus College, the noncredit ESL program, development of new noncredit curriculum, and the District's role in the AB 86 regional consortium with the Santa Monica-Malibu Unified School District (SMMUSD).
- Act as the lead administrator for the Workforce Innovation and Opportunity Act grant as well as the AB 86 consortium.
- Supervise administrators including the Associate Dean, Emeritus College; Project Manager(s), Adult Education; and jointly supervise the Director, Instructional Services and External Programs. Work in collaboration with the Faculty Leader for noncredit ESL to insure program success. Supervise classified staff.
- Insure that noncredit course schedules are planned and developed to meet both student and District needs—maximizing student access and reaching FTES goals.
- Serve in the SMMUSD Collaborative which includes a variety of programs and committees. Engage in collaboration with the cities of Santa Monica and Malibu to promote innovative educational partnerships, a culture of lifelong learning, and strong "town and gown" relationships.
- Act as lead administrator for external programs including the development of a campus in Malibu; the development and implementation of the Childcare Center in collaboration with the

city of Santa Monica and other partners; the development and implementation of future projects.

- Work with administrative and faculty leadership to engage in short- and long-term academic planning for the District.
- Engage in participatory governance processes and activities and serve on other college committees as assigned.
- Serve on faculty hiring and evaluation committees.
- Participate in accreditation processes.
- Ensure compliance with district policies and collective bargaining agreements. Participate in resolution of contractual issues as needed.
- Monitor faculty load and assignments in noncredit education; act as liaison to Human Resources and Payroll.
- Assist in grant administration as needed.
- Participate in facility planning.
- Facilitate conflict resolution.
- Collaborate with Student Affairs and Enrollment Development faculty and staff.
- Assume leadership for projects and perform other duties as assigned. **Added to Quads-Preferred**

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;

- Sensitivity to and understanding of socioeconomic, academic, cultural and ethnic diversity within the community college population including individuals with physical and/or learning disabilities. **This can be found under Quads-Min.**

No Quads-Knowledge, Skills & Abilities?