Qualifications – Minimum

Master's degree and five years of academic leadership experience at the level of dean or equivalent at an accredited institution of higher education.

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

Qualifications – Preferred

- An earned doctorate degree from an accredited institution plus educational administrative experience directly related to described duties and responsibilities within a community college setting;
- Faculty experience at an accredited institution of higher education;
- Demonstrated success in improving student learning and engagement; in planning and implementing course schedules that meet student needs;
- Demonstrated success in developing and implementing annual enrollment plans that are aligned with the institution's fiscal goals and realities;
- Demonstrated success in local and statewide curriculum approval processes for courses, programs, and degrees;
- Documented participation in data-driven program review and institutional planning processes;
- Documented successful experience with participatory governance and collaborative institutional planning.

Qualifications — Skill, Knowledge, & Abilities

- Skill and ability to reconcile divergent views of others;
- Work collegially, communicate openly & effectively;
- Knowledge of and ability and skill to plan, implement and evaluate instructional programs;
- Knowledge of and ability to interpret and comply with applicable laws and codes relevant to the assignment;
- Knowledge of the statues, regulations, and principles that guide participatory governance;
- Ability to develop strong relationships with faculty;
- Ability to develop, administer and manage a complex budget;
- Ability to supervise academic and classified personnel assigned to instructional and instructional support programs;
- Ability to work in collaboration with District's Campus Counsel to ensure compliance with laws and regulations governing academic issues.

The Application Process

All applications must be complete and submitted online by 11:59 pm PT on April 18, 2014 at *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 Vice President, Academic Affairs;
- A detailed resume of professional experience;
- Copies of transcripts (need not be official);
- One (1) letter 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 information on benefits, compensation and salary schedules, please go to *http://www.smc.edu/HumanResources/HumanResourcesDepartment/Pages/default.aspx.*

Information/Benefits

- 24 days paid vacation/12 days ill time per year
- Fully paid medical, dental, vision care coverage for employees and dependents
- Life Insurance for employee
- STRS (State Teachers' Retirement System)

Accommodation

Candidates with legally-defined disabilities may request reasonable accommodation in the interview and the selection process by notifying the Office of Human Resources by May 2, 2014.

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

Santa Monica College

Position Announcement

Vice President, Academic Affairs

Applications accepted online
February 18 — April 18, 2014

Changing Lives in the Global Community through Excellence in Education

VISION

The Position - Vice President, Academic Affairs

Under the general direction of the Superintendent/President, the Vice President, Academic Affairs serves as the College's Chief Instructional Officer and provides leadership and oversight for the College's instructional program and services. Instruction at SMC is both online and "on ground", and the instructional program 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. Instructional services include the College Library, Tutoring, Supplemental Instruction, and discipline-specific computer labs.

The Vice President has primary administrative responsibility for academic policy, curriculum and program development, course offerings planning and related enrollment management strategies, program review, assessment of learning outcomes as a vehicle to support program improvement, accreditation self-evaluation, and excellence in teaching and learning.

The Vice President serves as a member of the Superintendent/President's senior staff and provides guidance and direction in developing policy that conforms to applicable laws and regulations.

Leadership Responsibilities

Represent the Superintendent/President, members of the Board of Trustees and the College on instructional matters;

Participate in setting overall District budget goals, as a member of the senior administrative staff;

Work collaboratively with the Academic Senate on educational and professional matters;

Work collaboratively to oversee and monitor the Accreditation Process;

Participate in the faculty collective bargaining process;

Develop, support, and participate in collaborations and partnerships with business and industry, schools, colleges and universities, and governmental entities.

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.

Enroll Now in Spring Classes!
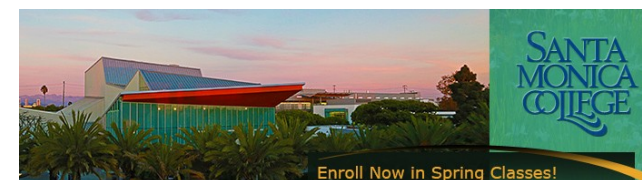
Personal Characteristics

Santa Monica College is seeking a fair, sensitive and inclusive educational leader who demonstrates respect, trust, and confidence, and has the ability to inspire these qualities in others.

The successful candidate will have a high level of professionalism, integrity, and honesty; excellent interpersonal and communication skills that include respectful listening and the encouragement of a diversity of opinion; and the ability to assess information, to solve problems creatively, and to make fair decisions.