Pasadena Area Community College District
Employment Opportunity

DEAN, COUNSELING & STUDENT SUCCESS SERVICES
Academic Management Position
100% - 12 Months
#101

Exempt Position: This is an exempt position not subject to overtime pay.
Management earn 22 vacation days per fiscal year.

DEFINITION:
The Dean, Counseling and Student Success Services is a full-time, 12-month academic administrative position. The Dean reports to the Associate Vice President, Student Affairs and has primary administrative responsibilities for providing leadership and oversight of the day-to-day operations and management in Counseling (including the Athletic Zone, Ujima, and Puente programs, and all areas of the College where counseling may be conducted) and Advising, Orientation, Guidance (courses), Articulation, and Career and Job Placement Services. Additionally, the position manages and monitors the implementation of the budget for the College’s Credit Matriculation Plan. This position is responsible for the selection and evaluation of Counseling faculty and classified support staff. The position further schedules and assigns staff including adjunct faculty and hourly classified support staff. The Dean facilitates curriculum development, is responsible for the scheduling of counseling/guidance classes, and develops and monitors budgets. This position must be committed to shared governance and possess a collaborative leadership style that supports the College’s Mission and embraces its Core Values.

REPRESENTATIVE DUTIES (ILLUSTRATIVE ONLY):
- Develop and innovate holistic and intrusive student support service programs and activities that meet the needs of a diverse student population.
- Collaborate with instructional programs to create interventions that lead to increased retention, persistence, transfer, certificate and Associate Degree completion.
- Plan, develop, and implement goals and objectives as identified through the annual evaluation and program review processes (e.g., data and research) for each of the Programs and the Unit to improve the delivery of services to students.
- Monitor and assess the achievement of goals and objectives for each of the Programs and the Unit.
- Evaluate and infuse appropriate technologies in the delivery of Counseling and Student Success Services for students and staff.
- Develop, administer, and monitor the Program and Unit budget(s) in accordance with District procedures and state/federal regulations as required.
- Identify and secure additional resources (e.g., grants, collaborative partnerships, etc.) to support programs and activities that sustain and improve student success.
REPRESENTATIVE DUTIES (CONTINUED):
• Interpret and implement college policies and procedures related to student services generally and Student Success Services specifically.
• Comply with all state and federal regulations as appropriate.
• Interpret and manage collective bargaining agreements for all staff.
• Supervise the articulation function to ensure that articulation agreements with four-year colleges are maintained, updated, and disseminated to appropriate college staff and students.
• Coordinate Student Success Services’ programs with other student and instructional Programs and Units to ensure the most effective and efficient use of staff and delivery of services to students.
• Develop and assess Student Learning Outcomes and Student Service/Support Outcomes related to courses and services in the Programs and Unit.
• Performs other related duties as assigned.

KNOWLEDGE OF:
• Knowledge of current issues and regulations related to student services and categorical programs reporting to the position.
• Strategies to promote retention and student success.
• Regulations pertaining to categorical programs.
• Problem solving and conflict resolution in an academic environment.
• District organizational structure, operations, programs, policies, procedures, philosophy, mission, goals and objectives.
• Higher education in community colleges;
• The mission and changing role of the community college in meeting the workforce needs of the community;
• The issues and requirements of California Community Colleges;
• The California Education Code, Title 5 and other state, federal, and local laws, regulations, restrictions and requirements as they apply to the community college;
• Evaluation methods;
• Budget preparation and management.
• Principles and practices of effective administration, supervision and training.
• Interpersonal skills, use of tact, patience and courtesy.
• The history and culture of underrepresented groups and groups that have experienced discrimination.

ABILITY TO:
• Interpret and apply rules and regulations.
• Work effectively with a multi-cultural diverse student, staff, and community population.
• Communicate effectively both orally and in writing.
• Ability to work collegially in a shared governance environment.
• Establish and maintain cooperative and effective working relationships with others.
• Interact with others using tact, patience and courtesy;
• Operate a computer and assigned office equipment.
• Supervise the administration of a budget.
• Supervise and evaluate the performance of assigned staff.
• Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, faculty, staff, and community.

EDUCATION AND EXPERIENCE
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:
• A Master’s Degree from an accredited university preferably in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, OR the equivalent.
• NOTE: A license as a Marriage, Family, and Child Counselor is an alternative qualification for this discipline, pursuant to Title 5 Section 53410.1. (Degree must be posted at the time of application. It is the applicant’s responsibility to provide documentation to support equivalent qualifications.)
• Three (3) years of formal training or leadership experience related to the administrator’s assignment.
DESIRABLE QUALIFICATIONS:
• Possession of a doctorate degree in a related discipline.
• Administrative experience at the community college level or equivalent.
• Mediation and/or experience in cross cultural dispute resolution.

OTHER LICENSES AND REQUIREMENTS:
• Ability to travel.

PHYSICAL DEMANDS:
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS:
Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

SALARY AND BENEFITS:
This position is an M-1 on the District Management Association Salary Schedule which is available online at www.pasadena.edu. Salary and other terms of employment are competitive.
Generous fringe benefits include fully paid medical, dental, and vision for employees and their families, and life insurance for the employee.

CONDITIONS OF EMPLOYMENT:
• Successful completion of background and fingerprint clearance and TB screening.
• Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.
• Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.
• Board of Trustees approval.

APPLICATION AND SELECTION PROCESS:
Pasadena City College utilizes an online application process. Hard copy, e-mailed, or faxed resumes are not accepted. You can apply for a position from any computer with Internet access. All materials are submitted electronically through PCC’s Talent Applicant System (ATS) at www.pasadena.edu/hr. Applications completed and received by August 19, 2015 at 5 p.m. will receive full consideration.

Please keep in mind the following:
• If you do not follow the process or your application/resume is incomplete, your information will not be processed.
• The hiring committee will review, evaluate, and consider applications and supporting materials received by the deadline. Meeting the minimum qualifications for a particular position does not assure the applicant an interview. It is, therefore, important that the application be thorough and detailed. The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.
• While the acceptance of the application packet is done through PCC’s Talent Applicant System (ATS), all hiring decisions are made by a hiring committee.
• Positions are full-time (100%) and “open until filled,” unless otherwise stated.
• The college president will conduct a final interview and recommend a candidate to the Board of Trustees.

Once applications are submitted they are final. Please carefully review your application and the documents which you are attaching to make sure that they are free from errors and complete.
If you require assistance, please contact the Human Resources office at 626.585.7388. Applicants may expect to be notified approximately 4 – 5 weeks following the closing date as to the status of their application.

SUPPORTING DOCUMENTS:
For full consideration, all of the following must be submitted along with the online application. An incomplete application packet will not be forwarded to the hiring committee for review.
1. A list of at least five references (name, address, phone number, email address and position), including your last supervisor, and at least one of each of the following: peer, direct report, and faculty.
2. A letter of interest addressing the selection criteria and extent of experience listed under “The Representative Duties,” “Knowledge of,” “Ability to,” “Education and Experience,” and “Desirable Qualifications” headings.
3. Professional resume.
4. Transcripts (unofficial copies are acceptable). Official transcripts are required upon offer of employment. Foreign transcripts and degrees require official certification of equivalency to U.S. transcripts and degrees by a certified U.S. review service at the time of application.
Supporting Documents (continued):

Note: It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All supporting documentation should include position name and/or position number. All materials submitted are for this position only and become the property of the District. Materials, including USB flash drives, compact disks and slides, will NOT be returned, copied or considered for other openings.

About the District:

Established in 1924, Pasadena City College has been serving the San Gabriel Valley for more than 87 years. PCC enrolls more than 30,000 students each semester and offers 60 academic and 76 Career and Technical Education programs. The main college campus occupies an idyllic 53-acre site, while the Community Education Center and Child Development Center are located in separate facilities. The college is renowned for its high student transfer rate, national mathematics and forensic honors, and extensive study abroad offerings. PCC is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. For more information, go to www.pasadena.edu.

Mission:

The mission of Pasadena City College is to provide a high quality, academically robust learning environment that encourages, supports and facilitates student learning and success. The College provides an academically rigorous and comprehensive curriculum for students pursuing educational and career goals as well as learning opportunities designed for individual development. The College is committed to providing access to higher education for members of the diverse communities within the District service area and to offering courses, programs, and other activities to enhance the economic conditions and the quality of life in these communities.

Additional Information:

The Immigration Reform & Control Act of 1987, Public Law 99-603 requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. This requirement applies to both United States citizens and aliens. Any employee who is unwilling/unable to fulfill this requirement will not be employed.

Pasadena Area Community College District will not sponsor any visa applications.

If accommodations are needed for the application process in compliance with the Americans with Disabilities Act, please inform Human Resources.

It is the policy of the PACCD that all candidates for employment need to be cleared for employment through the process of background check and verification of prior employment, references and credentials.

Crime awareness and campus security information are available from Campus Police and Safety. (Public Law 101-542)

The Pasadena Area Community College District does not discriminate in the educational programs and activities operated by the District, or in employment procedures and practices of the District. The Policies of Title IX as developed to date are available for inspection during normal business hours at the District Office at 1570 E. Colorado Blvd., Pasadena, CA 91106.

The Board of Trustees reserves the right to extend time limits or reinstate the search process at any time. The Pasadena Area Community College District is an equal opportunity employer. The District encourages applications from underrepresented minorities and the disabled.

Pasadena Area Community College District
Equal Opportunity, Title IX, Section 504 Employer