

Manager, Academic Support Coordination
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=145704>

Downloaded On: Dec. 4, 2020 9:35am

Posted Aug. 21, 2020, set to expire Dec. 18, 2020

Job Title	Manager, Academic Support Coordination
Department	
Institution	Mt. San Antonio College Walnut, California
Date Posted	Aug. 21, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Professional Staff
Academic Field(s)	Administration - Academic Unit Administration - Academic Unit Administration - Undergraduate Education Administration - Undergraduate Education
Apply Online Here	https://apptrkr.com/1985525

Apply By Email

Job Description

Manager, Academic Support Coordination

Position Number: 2013141092

Department: Library & Learning Resources

Job Category: Management

Time (Percent Time): 100%

Manager, Academic Support Coordination
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=145704>

Downloaded On: Dec. 4, 2020 9:35am

Posted Aug. 21, 2020, set to expire Dec. 18, 2020

Term (months/year): 12 months/year

Current Work Schedule (days, hours): Monday - Friday, 8:00 a.m - 5:00 p.m.

Salary Range: M-9

Salary: Steps 1-6: \$100,080 - \$113,496 annual

Shift Differential:

Open Date: 08/19/2020

Initial Screening Date: 09/16/2020

Open Until Filled: Yes

Application Procedure:

Complete application packets will be accepted until the position is filled; ; however, those submitted by 11:59 p.m. (PST) on September 16, 2020 (Initial Screening Date) are assured consideration.

Applicants must submit all of the following materials online at <http://hrjobs.mtsac.edu> to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed resume that summarizes educational preparation and professional experience for the position.
4. Three letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation).
5. College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.

Health & Welfare:

Manager, Academic Support Coordination
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=145704>

Downloaded On: Dec. 4, 2020 9:35am

Posted Aug. 21, 2020, set to expire Dec. 18, 2020

The College contributes an annual premium up to the family coverage amount for Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans. Lifetime retirement benefits provided for eligible retirees.

The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and National Benefit Services.

*Note Salary and Health & Welfare Benefits are subject to change

Basic Function/Overview:

DEFINITION

Under the administrative direction and oversight of the Dean, Library and Learning Resources, plans, organizes, and coordinates, academic support centers for alignment with institutional standards and integrated planning in order to increase student success. Within the Guided Pathways framework, incumbent will manage workgroups, collaborate with Division deans, develop strategic plans, and facilitates workgroup activities. Strengthen communication across workgroups and with faculty in order to execute the overall vision and implement changes recommended by various groups.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the assigned managerial personnel. Exercises general and direct supervision over assigned staff.

CLASS CHARACTERISTICS

This management classification plans, organizes, manages, provides direction and oversight, and participates in all operations, activities, and services of the Guided Pathways framework and is responsible for providing professional-level support to the campus and community in a variety of areas. Assists in planning, development, and administration of departmental policies, procedures, and services. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Dean, Library and Learning Resources in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in managing departmental work. This class is distinguished from the Dean, Library and Learning Resources in that the latter has overall responsibility for all functions of the Library and Learning Resources Division and for developing, implementing, and interpreting public policy.

Manager, Academic Support Coordination
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=145704>

Downloaded On: Dec. 4, 2020 9:35am

Posted Aug. 21, 2020, set to expire Dec. 18, 2020

Essential Duties/Major Responsibilities:

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Plans, coordinates and oversees the daily functions, operations, and activities of program; participates in the development and implementation of marketing strategies to promote assigned programs, projects, and services; plans and coordinates assigned program workshops, presentations, information sessions and events.
2. Coordinates the efforts from various workgroups involved in the project(s), and provides technical assistance with program development and implementation.
3. Maintains current knowledge of methods and technologies pertinent to the project(s); conduct, and review research studies, and surveys regarding project constituents, clients, and trends.
4. Manages program budget and recommends cost effective strategies, including exploring available grant funds for maintaining program services.
5. Manages the preparation, and maintenance of detailed, and comprehensive reports, records, and files regarding project budgets, personnel, facilities, student attendance, and activities.
6. Selects, trains, motivates, and directs the assigned department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline procedures; responds to staff questions and concerns.
7. Participates in the development and implementation of goals and objectives; prepares, and disseminates reports.
8. Serves as a resource in maintaining communication with College, regional, and statewide program administrators and staff to exchange information, coordinate programs, resolve issues and conflicts; and recommends changes.
9. Researches and analyzes program data; prepares comprehensive technical records and reports; takes corrective action as necessary.
10. Recommends and implements changes to federal, state, local, and College policy; analyzes and evaluates program compliance updating program as necessary.
11. Establishes processes and/or protocols to manage, and maintain categorical and/or College budgets within tutor centers.
12. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.
13. Performs related duties as assigned.

Other Duties:

Manager, Academic Support Coordination
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=145704>

Downloaded On: Dec. 4, 2020 9:35am

Posted Aug. 21, 2020, set to expire Dec. 18, 2020

Performs related duties as assigned.

Knowledge Of:

Knowledge of:

1. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
2. Principles and practices of public agency budget development and administration and sound financial management policies and procedures.
3. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
4. Operation of a computer, a variety of assistive devices, mobile devices, and assigned software.
5. Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned department.
6. Record-keeping principles and procedures.
7. Modern office practices, methods, and computer equipment and applications related to the work.
8. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Skills and Abilities:

Skills and Abilities to:

1. Recommend and implement goals, objectives, and practices for providing effective and efficient services.
2. Develop a program budget within state and local constraints.
3. Manage and monitor complex projects, on time and within budget.
4. Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
5. Evaluate and develop improvements in operations, procedures, policies, or methods.
6. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
7. Design training programs, documentation, and deliver presentations on a variety of related topics.
8. Establish and maintain a variety of filing, record-keeping, and tracking systems.
9. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
10. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures,

Manager, Academic Support Coordination
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=145704>

Downloaded On: Dec. 4, 2020 9:35am

Posted Aug. 21, 2020, set to expire Dec. 18, 2020

laws, and regulations.

11. Use English effectively to communicate in person, over the telephone, and in writing.

12. Understand scope of authority in making independent decisions.

13. Learns and applies emerging technologies, and, as necessary, to perform duties in an efficient, organized, and timely manner.

14. Review situations accurately and determine appropriate course of action using judgement according to established policies and procedures.

15. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications/Education & Experience:

Education and Experience:

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in education or a related field and three (3) full time equivalent years of management and/or administrative experience in developing, implementing and managing comprehensive tutorial programs, services, and activities.

Equivalencies:

Preferred Qualifications:

License(s) & Other Requirements:

Examination Requirements:

Working Environment:

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

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 College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before



Manager, Academic Support Coordination Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=145704>

Downloaded On: Dec. 4, 2020 9:35am

Posted Aug. 21, 2020, set to expire Dec. 18, 2020

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 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. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

Hazards:

Conditions of Employment:

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here:
https://www.mtsac.edu/safety/pdf/ASR_2017.pdf

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

Typing Certificate Requirements:

Special Notes:

Please note: A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through the Office of Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail:



Manager, Academic Support Coordination
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=145704>

Downloaded On: Dec. 4, 2020 9:35am

Posted Aug. 21, 2020, set to expire Dec. 18, 2020

employment@mtsac.edu.

DO NOT include photographs or any demographic information (e.g. D.O.B, place of birth, etc.).

TRAVEL POLICY: Costs associated with travel in excess of 150 miles one way from residence for the purpose of an interview will be reimbursed up to \$500 maximum. Relocation costs will be borne by the successful candidate. Travel reimbursement claims (original receipts) must be submitted no later than 30 days following the interview date.

Foreign Transcripts:

Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

Inquiries/Contact:

Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: employment@mtsac.edu.

Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The committee will recommend finalists to the President/CEO and/or his designee for a second interview. The number of vacancies is dependent on student enrollment, College resources, needs, and Board of Trustees approval. The start date will follow Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will



Manager, Academic Support Coordination
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=145704>

Downloaded On: Dec. 4, 2020 9:35am

Posted Aug. 21, 2020, set to expire Dec. 18, 2020

not be returned, and will not be copied. Please visit our employment website at <http://hrjobs.mtsac.edu> to complete and submit your application for this position.

Letters of Recommendation

The required letters of recommendation are not required to be confidential but if your reference prefers to send a confidential letter, please follow these instructions and notify your reference directly. To obtain a confidential letter of recommendation, you must enter the references name and email address in the fields provided under the Confidential References section of the application.

NOTICE: In order for your reference to receive an email with a link to attach a confidential reference letter, you must complete your application and reach the status of Under Review by HR. It is recommended that you complete your application and reach this status well in advance of the deadline to provide your reference ample time to attach the letter.

It is the sole responsibility of the applicant to assure that all required and any optional documents are attached by no later than 11:59 PM PST of the initial screening date shown on the job posting.

EEO Policy:

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

Cancel RTF Policy:

We reserve the right to reopen, re-advertise, delay, or cancel filling this position.

To apply, visit [[url=https://apptrkr.com/1985525](https://apptrkr.com/1985525)]<https://hrjobs.mtsac.edu/postings/7766>



Manager, Academic Support Coordination
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=145704>

Downloaded On: Dec. 4, 2020 9:35am

Posted Aug. 21, 2020, set to expire Dec. 18, 2020

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Mt. San Antonio College

,