

Associate Dean, Student Engagement
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=158285>

Downloaded On: Jun. 21, 2021 9:43pm

Posted May 3, 2021, set to expire Jul. 1, 2021

Job Title	Associate Dean, Student Engagement
Department	
Institution	Mt. San Antonio College Walnut, California
Date Posted	May 3, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Administration - Student Affairs
Apply Online Here	https://apptrkr.com/2244268

Apply By Email

Job Description

Associate Dean, Student Engagement

Position Number: 2013141144

Department: Student Services

Job Category: Management

Time (Percent Time): 100%

Term (months/year): 12 months/year

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

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Salary Range: M-19

Salary: Steps 1-6: \$155,820 - \$170,160 annual

Shift Differential:

Open Date: 04/30/2021

Initial Screening Date: 05/31/2021

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 May 31, 2021 (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 rsum that summarizes educational preparation and professional experience for the position.
4. Three (3) 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:

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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

This position has a primary assignment to assist the Student Services Division in coordinating and directing faculty and staff in developing, implementing, and evaluating academic support programs, specific initiatives, activities, and services related to establishing pathways to ensure new students' transition, engagement, onboarding, and success as first year students. The Associate Dean will assist with Division-wide planning and program development in accordance with the mission, goals and objectives of the College and Student Services and enhance the educational effectiveness of designated programs and services; manage assigned programs and assure compliance with specific regulations, statutes, and guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the assigned manager. Exercises general direction and supervision over faculty and support staff.

Class Characteristics

This is an Associate Dean classification that assists in overseeing, controlling, and directing assigned activities of the Student Services Division, including planning and development and administration of Divisional policies, procedures, and programs. This class assists the Vice President, Student Services in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy and College functions, activities, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the Division with those of other divisions and departments and assisting in managing and overseeing the complex and varied functions of the Division as related to this assignment.

Essential Duties/Major Responsibilities:

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EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Serves as the primary point of contact in overseeing the management and implementation of new students and first year programs, services and activities.
2. Plans, organizes, controls, and directs designated operations, activities, programs, and services of student engagement; assists in establishing and maintaining timelines and priorities; ensures related activities comply with established standards, requirements, grant specifications, laws, codes, regulations, policies, and procedures.
3. Oversees the development and implementation of activities and objectives of specific programs and services.
4. Monitors the growth and direction of specially-funded related projects to assure compliance to program requirements; assure related functions and activities comply with established standards, requirements, laws, codes, regulations, policies and procedures, including collaboration with other departments and programs.
5. Provides oversight and direction to specific programs and services established to address the disproportionality of particular groups of students.
6. Contributes to the overall quality of the departments service by developing, reviewing, and implementing policies and procedures to meet legal requirements and College needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
7. Directs activities and provides direct administrative support and assistance in implementation efforts related to student success and student equity efforts through specific programs, services, and strategies facilitates the understanding of the matriculation process for prospective high school students enrolling at the College, as well as education related to the transfer process to ensure students are prepared to transfer to four-year institutions.
8. Serve as a liaison and coordinate communications and information between departments, high schools, and other community agencies; coordinate, develop and implement various community events to promote enrollment in targeted programs; direct and participate in the preparation and distribution of relation promotional and informational materials.
9. Works with faculty and staff to plans, facilitate, and coordinate research and professional development strategies and activities.
10. Selects, trains, motivates, and directs 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 and termination procedures; responds to staff questions and concerns.
11. Participates in the development, management, and administration of project budgets to assure expenditures comply with established budgetary procedures; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with local and state regulations;

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directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

12. Performs other duties as assigned.

Other Duties:

Performs related duties as assigned.

Knowledge Of:

Knowledge of:

1. Educational goals and support activities related to the engagement and retention of new, first generation college students.
2. Specific interventions related to the successful enrollment and integration of new students to college, including their successful enrollment and successful completion of their first year of college.
3. Matriculation and onboarding strategies and requirements related to assessment, orientation, educational planning.
4. Principles, practices and procedures related to high school-to-college enrollment and college-to-university transfer processes.
5. Specific approaches, theories, and strategies to address disparities in student success and access to higher education for particular student groups.
6. Unique professional development strategies related to equity, diversity, and inclusion.
7. Cultural competency and universal design principles.
8. Program review, outcomes evaluation, and research methodology in measuring student success factors and disproportionate impact.
9. Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
10. Implementing programmatic efforts targeted at under-represented and under-served student groups, especially those targeted in the Colleges Student Equity Plan.
11. Operation of Student Services with particular experience in overseeing equity- focused services, such as those targeting specific groups of students who have been less successful academically.
12. 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:

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Skills and Abilities to:

1. Plan, organize, control and direct the operations and activities of specially funded projects including high school outreach, recruitment and retention of high risk, first generation college students.
2. Provide direction, conduct professional development and training of staff to increase support services and interventions for first year college students.
3. Manage and support faculty and staff in the development of programs and initiatives designed to address the disproportionality of student success for equity-defined student populations.
4. Communicate and problem solve with a diverse student population.
5. Manage, direct, and support work with faculty to develop programs and interventions designed to address under-representation and enhance student success.
6. Competent in accessing an enterprise student information system, using digital student information and electronic files, and database software.
7. Work with all internal and external members of the college community, including students, staff, and faculty. Establish and maintain collaborative and productive relationships to facilitate institution-wide program planning in accordance with the mission, goals, and objectives of the College.
8. Demonstrate excellent interpersonal, listening, oral, written and presentation skills. Skilled in the ability to articulate the importance of equity, diversity and student success goals to various campus constituencies.
9. Operate modern office equipment including computer equipment and specialized software applications programs.
10. Use English effectively to communicate in person, over the telephone, and in writing.
11. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.
12. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
13. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications/Education & Experience:

Education and Experience:

Masters degree from a regionally accredited college or university in Counseling, Student Development, Student Affairs, Educational Leadership, Education, or other related field and four (4) full time equivalent years of progressive leadership experience working in the field of Student Services, Student Affairs, or other educational programs in higher education.



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Equivalencies:

Preferred Qualifications:

License(s) & Other Requirements:

Examination Requirements:

Working Environment:

Employees work in an office and classroom environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees 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 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 necessary 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. Employees 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



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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: 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:



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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 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.



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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/2244268]https://hrjobs.mtsac.edu/postings/8215

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

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