

Associate Dean of Natural and Physical Sciences  
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=237798>

Downloaded On: Jun. 30, 2024 9:27am

Posted Jun. 17, 2024, set to expire Oct. 11, 2024

<b>Job Title</b>	Associate Dean of Natural and Physical Sciences
<b>Department</b>	Natural and Physical Sciences Department Administration
<b>Institution</b>	Citrus Community College Glendora, California
<b>Date Posted</b>	Jun. 17, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Dean
<b>Academic Field(s)</b>	Sciences - Biological Sciences - Physics Sciences - Chemistry Administration - Academic Unit
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5332164">https://apptrkr.com/5332164</a>

**Apply By Email**

**Job Description**

Associate Dean of Natural and Physical Sciences

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**Recruitment Start Date** 06/13/2024

**First Consideration Date** 07/11/2024

**Salary Range** M-65

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**Pay Rate** \$155,858-\$205,099 annual, plus 2.5% for a verified doctorate from an accredited institution. Initial placement on the management salary schedule for newly hired managers will be at step 1; however, the President may recommend a placement at a higher rate.

**FLSA Status** Exempt

### **Benefits**

#### **BENEFITS**

The District provides a fully-paid, comprehensive program of fringe benefits including major medical, dental, and vision insurance for full-time employees and eligible dependents. Life insurance provided for the employee only. Currently, included each year are 18 paid holidays, 22 vacation days, and 12 illness days.

### **General Description/Summary**

#### **About Citrus College**

Celebrating over 100 years of service, Citrus College is located in Glendora in the foothills of the San Gabriel Mountains, approximately 25 miles northeast of metropolitan Los Angeles. The college has the distinction of being the oldest community college in Los Angeles County and the fifth oldest in the state. Citrus College was founded in 1915 under the leadership of Dr. Floyd S. Hayden, who helped bring the community college movement to California. From 1915 to 1961, the college was operated by the Citrus Union High School District.

In July 1961, the Citrus Community College District was created to include the Azusa and Glendora unified school districts. In 1967, the District expanded to include the Claremont, Duarte, and Monrovia school districts. Today, Citrus College occupies a 104-acre campus. The college is currently experiencing a major facilities expansion project that will change the look of the campus.

The college enrolled 27 students in 1915 and currently the college serves more than 19,000 students annually.

Classes are offered on a 16-week calendar (fall and spring semesters), as well as in a variety of non-traditional scheduling options: winter intersession, evenings, summer sessions, and optional class formats, such as online education courses.

### **Mission Statement**

Citrus College provides students with quality educational experiences and support services that lead to

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the successful completion of degrees, transfer, certificates, career/technical education, and basic skills proficiency. The college fosters academic and career success through the development of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible, and affordable learning environment. In meeting the needs of our demographically diverse student population, we embrace equity and accountability through measurable learning outcomes, ethical data-driven decisions, and student achievements.

### **Accreditation**

Citrus College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including filing of complaints against member institutions, can be found at [www.accjc.org](http://www.accjc.org).

### **POSITION SUMMARY**

Under the direction of a division Dean of Academic Affairs, the Associate Dean provides administrative supervision, assistance, and oversight for various instructional programs, projects, and related planning and budget processes. The Associate Dean serves on college committees that inform and advise related programs and curriculum. In alignment with the college mission, strategic plan, and the needs of a diverse community of learners; the Associate Dean leads integrated programming initiatives and fosters a data-informed and student-centered approach to learning by actively supporting the implementation of a variety of instructional methods.

This is a 12-month academic management position.

### **Minimum Qualifications/Education and Experience**

#### **MINIMUM QUALIFICATIONS / EDUCATION AND EXPERIENCE**

- Requires a master's degree or the equivalent.
- One (1) year of formal training or leadership experience reasonably related to this management assignment.
- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Evidence of ability to work effectively as a member of the administration team.
- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex academic program responsible for implementation

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of state and federal regulations.

- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, and cultural backgrounds of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.

### Preferred Qualifications

#### PREFERRED QUALIFICATIONS

- Experience teaching in a community college or university environment.
- Experience with program review facilitation.
- Evidence of the ability to work in a shared governance (collegial) environment.
- Evidence of commitment to supporting inclusive classroom and work environments.
- Evidence of willingness to promote student-centered, equitable, flexible, and creative strategies related to curriculum, and scheduling of classes.
- Evidence of ability to embrace/promote use of technology mediated instructional techniques.
- Experience providing collaborative leadership where staff, faculty (full- and part-time), and managers contribute towards shared goals and projects.

### Essential Duties and Responsibilities

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the division Dean with leading the division/area programs.
- Works directly with diverse faculty and staff to support the efforts of the Dean in the development and maintenance of programs, curriculum and schedules.
- Manages assigned projects, programs, and activities.
- Interacts with area students, faculty, staff, and industry advisory councils and/or groups.
- Represents the Dean in their absence at college meetings, committees, and other official functions.
- Addresses student petitions, complaints and requests in accordance with Citrus College policies.
- Assists the Dean with supervising and evaluating area faculty and staff.
- Guides the implementation of projects and programs, building upon existing collaborative resources, leadership, business, and industry.
- Recommends and participates in the development of policies and procedures related to

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academic programs, and implements, evaluates, augments, and responds to outreach and other programs and services designed for underserved and special student populations.

- Manages assigned budgets; manages and oversees the submission of monthly, quarterly and annual budgets and project progress reports.
- Organizes and participates in committees for hiring faculty and staff and ensuring compliance with District personnel policies, procedures, and practices.
- Works cooperatively with other administrators and supervisors to coordinate academic programs and services to meet student needs, and resolve conflicts and issues within the division and between divisions.
- Performs assigned program management responsibilities.
- Assists with developing long-range plans, goals, and objectives.
- Works with faculty and staff to meet the District's strategic plan performance outcomes and program review goals.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

**Department:** Natural and Physical Sciences Department Administration

**Job Category:** Management

**Assignment:** Full-Time

**Percentage of Time:** 00%

**Months per Year:** 2 months

**Work Days per Week:** See "Work Schedule per Day" below.

**Work Schedule per Day:** Monday through Friday, 8:00 a.m. to 5:00 p.m.; however, this is an exempt management/supervisory-level position requiring some weekend, holiday, and non-conventional working hours in addition to the regular working hours of a collegiate environment.

**Bargaining Unit:** Unrepresented

### Citrus College Diversity Statement

#### CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are

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perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

### **About Transcripts**

#### **ABOUT TRANSCRIPTS**

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.
- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.
- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

### **Selection Process**

#### **SELECTION PROCESS**

- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to make a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.
- Each candidate may be asked to provide a sample of his or her writing ability just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact the current and former employer(s) to investigate past employment history.

### **Quick Link:**



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<https://employment.citruscollege.edu/postings/978>

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**Contact Information**

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

**Contact**

Natural and Physical Sciences Department  
Administration  
Citrus Community College

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