

Vice Chancellor, Information & Educational Technology
West Valley-Mission Community College District

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Posted Jun. 28, 2024, set to expire Oct. 24, 2024

Job Title	Vice Chancellor, Information & Educational Technology
Department	
Institution	West Valley-Mission Community College District Saratoga, California
Date Posted	Jun. 28, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Vice-(President/Provost/Chancellor)
Academic Field(s)	Administration - Other
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Vice Chancellor, Information & Educational Technology

Closing Date:

Definition:

The West Valley-Mission Community College District seeks a talented individual to fill the position of Vice Chancellor, Information & Educational Technology.

The Vice Chancellor will serve as an executive officer and will be responsible for the operation of a

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major district-wide function; administer and manage the information systems and educational technology functions and participate in district policy making; and provide highly responsible and complex administrative support to the Chancellor.

Comprised of two colleges, West Valley College and Mission College, we are located in the heart of Silicon Valley. Our staff and faculty are among the most qualified in the state and our students appreciate our two colleges for our friendly staff and supportive atmosphere.

Applicants who possess the knowledge, skills, and life experiences to address the cultural and educational needs of a culturally diverse student population are encouraged to apply.

Assignment:

This is an executive position with an anticipated start date of October 2024. This is an exempt position and is not subject to overtime.

Work Location: District Information Systems Office located at West Valley College in Saratoga, CA

Salary and Benefits:

Salary:

- Anticipated Hiring Range: \$310,198 annually (Executive Compensation Base Salary Schedule).

Benefits include:

- Additional compensation: \$1,500 for doctorate added to base salary annually, to be prorated on a monthly basis.
- Employer-contributed medical, dental and vision for employee, spouse and/or dependents.
- Employer-paid long term disability for employee.

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- Employer-provided life insurance.
- 14 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year.
- 22 days vacation leave accrued annually (25 days after 5 years).
- 12 days sick leave accrued annually.
- Personal necessity leave and personal business leave.
- Professional development and renewal leave.
- \$1000 longevity award annually after 10 years of service and \$1,500 longevity award annually after 15 years of service.
- CalSTRS retirement.

Minimum Qualifications:

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Experience: Eight years of increasingly responsible experience in developing technology systems in a large organization, including four years of administrative and management responsibility.
- Education: Equivalent to a Masters degree from an accredited college or university with major course work in information technology, computer science, business administration, or a related field.

AND

Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Examples of Duties and Responsibilities:

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Duties may include, but are not limited to, the following:

- Develop, plan, and implement district-wide goals and objectives, policies and procedures relative to information systems and educational technology functions, and ensure that implementation of technology occurs in an integrated manner designed for the benefit of both academic and administrative purposes.
- Coordinate information and educational technology division activities with those of other divisions, departments, and outside agencies and organizations; provide staff assistance to the Chancellor and Board of Trustees; serve on district-wide committees and councils as directed by Board policies or the Chancellor.
- Serve as the districts chief technology officer.
- Facilitate cooperative planning, selection, use and support of instructional technology initiatives between the colleges.
- Oversee institutional research including data monitoring and analysis in the areas of instruction, student services, administrative services, and institutional effectiveness.
- Develop, maintain, and support computing, communications and research services that balance centralized and decentralized approaches to meeting the technology and research needs of academic and administrative users.
- Ensure confidentiality, security, and integrity of all electronic information assets and technology infrastructure.
- Develop and implement strategies for disaster security/recovery.
- Assure proper use of district technology and systems in compliance with applicable laws, rules, regulations, and restrictions; ensure compliance with accessibility laws and regulations related to information and educational technology.
- Exercise highest-level oversight of division and/or department budgets; participate in assessing, planning, and implementing capital projects funded by bond measures; participate in the preparation of state and federal grant applications.
- Review and evaluate effectiveness of assigned staff, programs, and services; oversee recommendations for the selection of staff.
- Participate as a member of the Chancellors executive management team for the district.
- Attend board meetings and make oral presentations; confer with college administrators and members of executive staff regarding board agenda items and management issues involving programs and services of the district, including recommendations for new or revised policies and procedures.
- Represent the district or division to other educational institutions, outside groups and organizations; participate in outside community and professional groups and committees.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.



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- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

For more information on this position and to apply, please visit our website at the following link:

wvm.peopleadmin.com

Applicants who, due to a disability, require accommodations to complete the application, testing or interview process, please contact Human Resources at (408) 741-2174 to arrange for assistance.

West Valley-Mission Community College District is an Equal Opportunity Employer.

Contact Information

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

Contact

N/A

West Valley-Mission Community College District

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