

Special Projects Manager (Restricted)  
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=239451>

Downloaded On: Jul. 16, 2024 2:54pm

Posted Jul. 12, 2024, set to expire Aug. 30, 2024

**Job Title** Special Projects Manager (Restricted)  
**Department** School of Business, IT & Cosmetology  
**Institution** San Diego Community College District  
San Diego, California

**Date Posted** Jul. 12, 2024

**Application Deadline** 08/30/2024

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

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**Job Description**

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**Special Projects Manager (Restricted)**

**San Diego Community College District**

**Closing Date:** 8/30/2024

**Position Number:** 00120531

**Location:** San Diego City College

**Position Type:**

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Classified

**The Position:**

Posting Details (Default Section)

Closing Date: 08/30/2024 Open Until Filled No Classification Title Special Projects Manager (Restricted) Working Title CTE Special Projects Manager Recruitment Limits Location San Diego City College Pay Information **This is a restricted position. The position may continue, based upon renewal of funding.**

Range 4 (\$9,456.53- \$15,403.70) per month based on the 2024 Management Salary Schedule.

Initial salary placement is commensurate with related experience and promotional rules. The District offers a comprehensive fringe benefit package including employer paid: medical, dental, and vision plans; sick and vacation leave; and opportunities for professional development. Initial Salary Placement, Promoted or transferred employees will be placed as specified in the Management Employees Handbook.

This position is FLSA Exempt and may not accrue overtime. A temporary probationary period will be applied to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements and handbooks, and more information about terms and conditions of employment to include salary and benefits. Position Equivalent FTE: 1.0 FTE No. Months: 12 Months Position Number: 00120531 FLSA Status Exempt (does not accrue overtime) Position Type Classified Bargaining Unit Management Range (na) Department School of Business, IT & Cosmetology The Position Applications are being accepted for the position of CTE Special Projects Manager (Restricted) at San Diego City College. **This is a restricted position and may continue contingent upon grant funding.** The candidate selected for the position will start before the beginning of the spring 2025 semester (2024-2025 academic year). One of three credit colleges in the San Diego Community College District, City College is an urban campus dedicated to Social Justice, Diversity, Equity, and Inclusion. City College provides academic and vocational offerings to meet the needs of a diverse student population. The college is minutes away from the world-class San Diego Zoo, Balboa Park, and Chicano Park. San Diego City College seeks applicants who possess the knowledge, skills, and abilities to support our diverse student populations in and outside of the classroom. Additionally, candidates should be able to demonstrate ways they will develop tools and resources to better serve historically marginalized and minoritized populations. We strongly encourage student-centered candidates to apply, especially those who continue to demonstrate a commitment to diversity, equity, inclusion (DEI), and social justice. While the current vacancy is at City College, applicants should understand that they are subject to assignment at any District facility at the option of the Chancellor. The assignment may include some combination of remote, evening, Saturday, and/or off-campus events. The Special Projects Manager position reports to the Dean of the School of Business,

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Information Technology, Cosmetology, Engineering, Trades, and Apprenticeship. Classification Description Click [here](#) for description.

If you would like to open the link in a different tab or window, right click and select the option. Desired Qualifications The District encourages all applicants who meet the minimum qualifications (MQs), outlined above, to apply for this position. The most qualified and desirable candidate will also possess additional qualifications listed below:

- Knowledge of diversity, equity, and inclusion (DEI) and related classroom strategies.
- Demonstrated experience and/or knowledge working with faculty, staff, and students of great diversity in socioeconomic, cultural, and ethnic backgrounds, including those with different levels of academic preparation and varying physical and learning abilities.
- Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.
- Demonstrated knowledge of credit-for-prior (CPL), work-based learning (WBL) strategies, and work experience education (WEE).
- Demonstrated experience supporting CTE and apprenticeship programs.
- Demonstrated experience managing projects, meeting deadlines based on workplans, and meeting local and statewide reporting requirements.
- Demonstrated experience writing and implementing grants and other categorically-funded projects.
- Demonstrated experience developing employer relationships.
- Demonstrated experience with shared/participatory governance.
- Demonstrated experience creating and maintaining professional, community, and industry partnerships, including industry advisory boards.
- Ability to work collegially and collaboratively with departmental faculty, staff, and administrators.
- Willingness to participate in a variety of departmental and campus activities.
- Experience supporting students, including those who speak English as a second language and students with prior learning from academic and professional experiences.

**Foreign Degree:** Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([NACES](#)) or Academic Credentials Evaluation Institute, INC. ([ACEI](#)). A copy of the evaluation must be submitted with your online application.

**Commitment to Diversity:** All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified

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professionals. Special Instructions to Applicants: To ensure **full** consideration, qualified candidates must submit a **complete** online application that includes the items listed (extraneous material will not be reviewed). References to resumes or other uploaded documents within the online application will be considered an "incomplete" application; please enter "N/A" if any section does not apply.

1. Completed online application;
2. Cover letter;
3. Curriculum Vitae or Resume; AND,
4. Three (3) professional references listed in the online application.
5. Unofficial Transcripts (Undergraduate and Graduate) (Optional).
6. Foreign Degree Evaluation (required if applicable).
7. Licenses/Certificates/Credentials (if applicable).

**Important:** To ensure consistency and fairness to all candidates, please do not submit materials other than those requested (i.e., personal photo, articles you've written, etc). Please only upload requested documents using respective document name labels. Uploading extraneous materials, unless specifically requested within this posting, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

- Application materials sent via mail, fax, or email will **not** be accepted.
- Note that correspondence, including interview invitations, will be sent to you via email.
- All inquiries, nominations and applications will be held in the strictest confidence.

Tentative Timeline (Subject to Amendments) Job posting will close: August 30, 2024

Screening: September 2024

First interview: October 2024

Final interview: November 2024

Anticipated Start date: January 1st, 2025 Conditions of Employment: **SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position); Including Foreign Degree Evaluation, if applicable.
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must

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- be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form**; AND,
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices.
- Employed on an initial contract of one (1) year that is eligible for renewal annually for up to a subsequent one-year period.

### **EMPLOYMENT AFTER RETIREMENT**

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information. Additional Information: **EMPLOYEE BENEFITS**

SDCCD provides a comprehensive fringe benefit package for its full-time classified employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the California Public Employees' Retirement System (CalPERS) upon appointment. Posting Number CL01659

### **Major Responsibilities:**

### **Qualifications:**

#### **Desired Qualifications:**

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- Demonstrated experience managing projects, meeting deadlines based on workplans, and meeting local and statewide reporting requirements.
- Demonstrated experience writing and implementing grants and other categorically-funded projects.
- Demonstrated experience developing employer relationships.
- Demonstrated experience with shared/participatory governance.
- Demonstrated experience creating and maintaining professional, community, and industry partnerships, including industry advisory boards.
- Ability to work collegially and collaboratively with departmental faculty, staff, and administrators.
- Willingness to participate in a variety of departmental and campus activities.
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**Licenses:**

**Pay Information:**

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**To apply, visit: <https://www.sdccdjobs.com>**

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**Contact Information**

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

**Contact**

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