

Associate Dean
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=243729>

Downloaded On: Aug. 31, 2024 11:19pm

Posted Aug. 27, 2024, set to expire Sep. 15, 2024

Job Title	Associate Dean
Department	Institutional Effectiveness
Institution	San Diego Community College District San Diego, California
Date Posted	Aug. 27, 2024
Application Deadline	09/15/2024
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Administration - Other
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Job Description	

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Associate Dean

San Diego Community College District

Closing Date: 9/15/2024

Position Number: 00120089

Location: San Diego Mesa College

Position Type:



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Academic

The Position:

Posting Details (Default Section)

Closing Date: 09/15/2024 Open Until Filled No Classification Title Associate Dean Working Title Associate Dean, Institutional Effectiveness Recruitment Limits Location San Diego Mesa College Pay Information Range 4 (\$9,456.53- \$15,403.70) per month based on the 2024 Management Salary Schedule.

New employees -Initial salary placement is commensurate with related experience. Promoted or transferred employees will be placed as specified in the CBA and is non-negotiable. 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 Job Duration 12 Months Position Number: 00120089 FLSA Status Exempt (does not accrue overtime) Bargaining Unit Management Range 4 Position Type Academic Department Institutional Effectiveness The Position From San Diego Mesa College President Ashanti Hands:

San Diego Mesa College seeks energetic and dedicated candidates to apply for academic positions. The College is committed to academic excellence and diversity, equity, and inclusion among its faculty, classified professionals, staff, and students.

As the "Leading College of Equity & Excellence", we take responsibility for equitable outcomes and successful pathways for all of our students. As the largest college in the San Diego Community College District, the institution enjoys a solid financial standing, state-of-the-art facilities, and a world-class faculty, classified professionals, and staff.

For 60 years, Mesa College has been on the leading edge, from offering a Community College Bachelor's Degree, to being a lead California Community College in graduating students with an Advanced Degree for Transfer. We embrace the mission of community colleges and are committed to empowering our students to maximize their potential, leading to healthy and thriving communities.

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We are adding new staff, classified professionals, faculty, and administrators who, alongside our stellar colleagues, will lead us into the future. If this opportunity sounds like the right fit for you, I encourage you to file an application for employment.

While the current vacancies exist at Mesa College, applicants should understand that they are subject to assignment at any district facility at the option of the Chancellor. Major Responsibilities

- Supervise and coordinate the College's institutional research and planning functions in support of the College's Vision of being the Leading College of Equity & Excellence.
- Provide leadership in the development of the college's research agenda (including both accountability reports and improvement projects)
- Support the College's pursuit and allocation of resources aligned with our strategic plan through research and planning.
- Through ongoing collaboration with requestors, design, develop, implement, and disseminate research projects and reports guided by short and long-term planning priorities.
- Collaborate with districtwide research personnel to build and improve districtwide research capacity
- Review and analyze external research related to policies and practices in higher education and bring forward recommendations to relevant campus committees, programs, and services.
- Collaborate with local, regional, and statewide practitioners to discuss emerging trends and innovations regarding institutional research and planning, learning outcomes assessment, and capacity improvements.
- Provide leadership around the integration of learning outcomes assessment into research and evaluation efforts.
- Supervise the maintenance of technology that supports the learning outcomes assessment process.
- In collaboration with the Faculty Outcomes Coordinator, support the development of professional learning around learning outcomes assessment.
- Design systematic and sustainable practices that foster innovation and continuous improvement.
- Design and maintain a Project Management system to assign, review, and track requests.
- Mentor, supervise, and evaluate personnel.
- Support, facilitate, or provide opportunities for the team to engage in equity-minded and improvement-oriented professional learning to foster growth and development.
- Assist in employee recruitment and selection processes that align with the values of Diversity, Equity, Inclusion, and Accessibility.
- Serve as member, chair, or advisor to College committees as needed.
- Serve on SDCCD Institutional Review Board.

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Qualifications MINIMUM QUALIFICATIONS

In compliance with policies adopted by the Board of Trustees, applicants for this position must show evidence of the following minimum qualifications:

1. Possession of a Master's degree from a regionally accredited institution AND one (1) year of formal training, internship, or leadership experience reasonably related to the administrator's assignment; OR,
2. Possession of a lifetime California Community College Supervisor Credential.

Desired Qualifications Knowledge or preparation:

- Broad knowledge of Community College operations, organization, policies, and objectives.
- Local, state, and federal laws governing community colleges.
- Principles and behaviors aligned with values of Diversity, Equity, Inclusion, and Accessibility.
- Philosophy around leadership, mentoring, and professional development of teams.
- Principles, techniques, and methodology used in research.
- Strategies to engage campus in effective data use to inform and assess strategic and integrated planning.
- Common higher education data structures, including common data sources and information flow.
- Strategies to foster and sustain a culture of improvement and/or innovation.
- Continuous improvement principles, organizational theory, or systems thinking
- Assessment techniques related to teaching and learning outcomes.
- General guidelines around shared governance and decision-making in California community colleges.
- Federal laws and ethical practices governing research.

Skills & Abilities:

- Interpersonal skills, including effective and courageous oral and written communication.
- Work independently with little direction.
- Work collaboratively with other colleges and the district.
- Navigate common technology used in data collection and management for learning outcomes assessment.

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- Coordinate College research and planning efforts.
- Project planning and management.
- Plan, organize, and supervise the work of others.
- Analyze data and recommend improvements in operations, systems, procedures, policies, and methods.
- Proficient in the use of data systems, survey tools, analytics software, and visualization programs.
- Prepare and present clear and concise reports, recommendations, and analyses.
- Facilitate data-informed discussions and decision-making.
- Ability to extract relevant data insights in complex datasets.
- Establish and maintain effective working relationships with both internal and external stakeholders.
- Demonstrate creativity in problem solving.
- Design and develop tools and processes to manage new ideas from ideation to action.
- Identify underlying systemic issues and propose solutions.
- Connect with other institutions to identify best practices and apply to local context.
- Proficient in taking advantage of technology to improve effectiveness and efficiency.
- Ability to work in a fast-paced setting with changing priorities.
- Ability and willingness to learn new skills and knowledge.
- Keen attention to detail in all aspects of work.

Equivalency If you do not possess the exact degrees, or higher, listed above or if you anticipate receiving the required degree prior to the start of teaching classes, please complete a [Request for Equivalency Form](#) and attach it during the application process. 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. Licenses/Certificates/Credentials: 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 professionals. Working Conditions Moderate 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. Complete online application;

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2. Resume (limit to five pages);
3. Cover Letter (limit to two pages);
4. Unofficial Transcript (Graduate); AND,
5. Three (3) references included within the online application.
6. Foreign Degree Evaluation (if applicable).
7. License/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) 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);
- 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 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;**
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices; AND,
- Employed on an initial contract of one (2) years that is eligible for renewal annually for up to a subsequent two-year period.

EMPLOYMENT AFTER RETIREMENT

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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: Please note that an employee may be transferred to any site at the option of the Chancellor.

EMPLOYEE BENEFITS

SDCCD provides a comprehensive fringe benefit package for its full-time academic 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 State Teachers' Retirement System (STRS) upon appointment. Posting Number AC01069 Indicate budget number(s)

Major Responsibilities:

- Supervise and coordinate the College's institutional research and planning functions in support of the College's Vision of being the Leading College of Equity & Excellence.
- Provide leadership in the development of the college's research agenda (including both accountability reports and improvement projects)
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- Ability to extract relevant data insights in complex datasets.
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Licenses:

Pay Information:



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

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 and staff.

Contact Information

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

Contact

Institutional Effectiveness
San Diego Community College District