

Dean, Academic Counseling and Student Success
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=244163>

Downloaded On: Sep. 13, 2024 6:23pm

Posted Sep. 3, 2024, set to expire Oct. 1, 2024

Job Title	Dean, Academic Counseling and Student Success
Department	
Institution	West Valley-Mission Community College District Saratoga, California
Date Posted	Sep. 3, 2024
Application Deadline	10/01/2024
Position Start Date	Available immediately
Job Categories	Dean
Academic Field(s)	Administration - Student Affairs Administration - Counseling Services
Apply Online Here	https://apptrkr.com/5590216
Apply By Email	
Job Description	

Image not found or type unknown



Dean, Academic Counseling and Student Success

Closing Date: 10/1/2024

Definition:

West Valley College is part of the West Valley-Mission Community College District. West Valley College enrolls approximately 15,000 students each academic year, and the student population represents diverse communities from the cities of Saratoga, Campbell, and Los Gatos. Detailed

Dean, Academic Counseling and Student Success
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=244163>

Downloaded On: Sep. 13, 2024 6:23pm

Posted Sep. 3, 2024, set to expire Oct. 1, 2024

information about the student population, including data related to student success, can be found on the [Office of Institutional Effectiveness and Research](#) webpage.

Under direction of the Vice President, Student Services, Diversity, and Inclusion, the Dean of Academic Counseling & Student Success plans, directs, manages, and provides leadership and direction to the Counseling Department and directors who manage a variety of student services and special programs offered at West Valley College. Programs and services include but are not limited to Academic Counseling, CalWorks, CARE, Career Services, Disabled Education Support Programs, EOPS, International Student Services, Next Up, Student Conduct, TRIO SSS, Transfer Center, Veterans, and other special programs. The Dean of Academic Counseling and Student Success works in partnership with college directors and deans across areas to move the work of the college forward.

We are seeking a collaborative, knowledgeable leader who thrives in a fast-paced and innovative environment to serve in the position of Dean of Academic Counseling and Student Success. The college is known for the strength of our academic programs and faculty as well as our equity-minded and student-focused approach that combines high-tech and high touch. West Valley is about success. It is about helping students create a future for themselves so they can contribute to a world that needs their talents, drive, and enthusiasm. We do that by providing as much one-on-one interaction with students as possible. And we offer classes on our beautiful 143-acre Saratoga campus located at the southwest border of Silicon Valley in the foothills of the Santa Cruz mountains.

West Valley College is committed to addressing inequities and injustices both societally and institutionally and recognizes that higher education and our institution has colluded, harmed, and remained complacent in upholding aspects of white supremacy, ableism, patriarchy, and other systems of oppression. The West Valley College community is committed to long-term equity, social justice, and racial justice work that will transform individuals, the institution, and the greater community. As a collective community, we embrace accountability and will take action with courage, grace, humility, and a commitment to learning and unlearning.

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:

Dean, Academic Counseling and Student Success
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=244163>

Downloaded On: Sep. 13, 2024 6:23pm

Posted Sep. 3, 2024, set to expire Oct. 1, 2024

This is an academic administrator position with an anticipated start date on January 6, 2025. This is an exempt position and is not subject to overtime.

Salary and Benefits:

Anticipated Salary:

- \$188,737 - \$201,009 annually (Administrative Salary Schedule, Range 25, Steps A-C).
- Annual salary step increases to maximum of salary range, \$235,295 (Administrative Salary Schedule, Range 25, Step G)

Benefits include:

- Additional compensation: \$2,000 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.
- 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.
- 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:

1. 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.

Dean, Academic Counseling and Student Success
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=244163>

Downloaded On: Sep. 13, 2024 6:23pm

Posted Sep. 3, 2024, set to expire Oct. 1, 2024

2. Equivalent to a Masters degree from an accredited college or university with major course work in education or a field related to specific area of assignment.
3. Five years of increasingly responsible experience in counseling at a college level; including two years of administrative and management responsibility.

Examples of Duties and Responsibilities:

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

- Develop and implement department goals, objectives, policies, and procedures.
- Plan, organize and direct instructional and student support programs, services, and initiatives relative to area of assignment.
- Direct, oversee, and participate in the development of the department work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Prepare the department budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Recommend the appointment of faculty and staff; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; monitor faculty contracts to assure accordance with association contract and district policies; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Oversee the accurate development, approval and implementation of college curriculum; participate in the coordination, preparation, publication, and distribution of the college catalog and schedule of classes.
- Ensure instructional programs and support services are regularly assessed for evidence of student learning and achievement, particularly in terms of student outcomes and adherence to standards of accreditation; participate in developing and implementing enrollment performance goals.
- Initiate, support and participate in efforts to secure local, state or federal grant funding for college programs and services; ensure that grants are implemented according to approved plans and that reporting requirements are met in a timely manner.
- Represent the department and division to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.



Dean, Academic Counseling and Student Success
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=244163>

Downloaded On: Sep. 13, 2024 6:23pm

Posted Sep. 3, 2024, set to expire Oct. 1, 2024

- Research and prepare technical and administrative reports; prepare written correspondence.
- Coordinate the selection, use, and maintenance of equipment and facilities assigned to the division.
- Plan and coordinate course schedules in response to the needs of students and within the districts enrollment targets; manage enrollment to maximize use of faculty loads, operating budgets, and space resources.
- May oversee revenue-generating classes, programs, and activities.
- Build and maintain positive working relationships with co-workers, other district employees and the public using principles of good customer service.
- 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

,



Dean, Academic Counseling and Student Success
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=244163>

Downloaded On: Sep. 13, 2024 6:23pm

Posted Sep. 3, 2024, set to expire Oct. 1, 2024