

Vice President, Equity & Institutional Effectiveness
(Academic Administrator) Madera Community College
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=250890>

Downloaded On: Jan. 24, 2025 6:15pm

Posted Dec. 24, 2024, set to expire Feb. 3, 2025

Job Title Vice President, Equity & Institutional Effectiveness
(Academic Administrator) Madera Community
College

Department

Institution State Center Community College District
Fresno, California

Date Posted Dec. 24, 2024

Application Deadline 02/03/2025

Position Start Date Available immediately

Job Categories Vice-(President/Provost/Chancellor)

Academic Field(s) Administration - Executive

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Job Description

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**Vice President, Equity & Institutional Effectiveness (Academic Administrator) Madera
Community College**

State Center Community College District

Closing Date: 2/3/2025 at 11:55 PM

Campus Location: Madera Community College

Start Date:

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12/16/2024

Essential Functions:

General Purpose

Under policy direction of the College President, serves as a member of the President's Cabinet; plans, organizes, directs and integrates operations of the Institutional Research and Planning Office, Office of Equity and Student Success and Categoricals. Provides leadership for the advancement of effective instructional programming including program development, and Guided Pathways; manages and evaluates short- and long-term planning to advance student access, equity and success for a diverse student body; provides expert professional assistance to the College President and other District/college management in areas of assigned responsibility; manages assigned functional areas to ensure compliance with District/college policies and procedures and state and federal regulations and requirements; and performs related duties as assigned.

Distinguishing Characteristics

Vice President, Equity and Institutional Effectiveness provides leadership and vision in the integration of instructional, student services, and academic support services requiring a broad knowledge of college programs and services that provide equitable access to student support and educational planning. The incumbent also provides leadership and direction in the development and delivery of research and planning data and analysis to support informed decision making on strategies to achieve increased student completion rates. The incumbent will serve as the college's lead executive administrator on diversity, racial equity, inclusion, and anti-racism. Accountabilities are broad in scope and require a high degree of administrative discretion.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Work with President's Executive Cabinet, faculty, classified professionals, and administrators to provide leadership and direction for diversity, racial equity, inclusion, and anti-racism efforts at Madera Community College (MCC) in identifying gaps in services and develop appropriate strategies to address the gaps.
2. Plans, organizes, directs, controls, integrates and evaluates work of the Equity and Institutional Effectiveness office and areas under the purview of the Dean of Student Success with employees, develops, implements and monitors work plans to achieve goals and objectives; contributes to the development of and monitors performance against the annual equity and institutional effectiveness office and college budget; manages and directs

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- the development, implementation and evaluation of plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
3. Participates in the selection and onboarding of full- and part-time faculty, in coordination with the Dean of Student Success, their divisions/departments, selection advisory committees, and the Human Resources Department; ensures the development and maintenance of assessment plans to measure instructional courses for student learning outcomes and adherence to accreditation standards to improve student learning; conducts curriculum review, evaluation and planning to ensure the currency and relevance of college curricula in meeting student needs; assists managers and faculty with program accreditation; works to promote/maintain a collegial environment within the Equity and Institutional Effectiveness Office; participates as needed in the adjudication of dean, director, faculty, staff, student and community conflict resolution and grievance processes.
 4. Directs and manages the performance of assigned employees; directs and oversees the selection of employees; establishes performance requirements and personal development targets for direct reports; regularly monitors performance and provides coaching for performance improvement and development including timely evaluations; ensures accurate reporting of absence time; hears and acts on grievances; subject to concurrence by the College President and Human Resources, approves or takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with Board Policies, Administrative Regulations, Human Resources procedures, Personnel Commission Rules, and collective bargaining agreements.
 5. Provides day-to-day leadership and works with employees to ensure a high-performance, service-oriented work environment that supports achievement of the college's and the District's mission, objectives and values; promotes workplace diversity, equity, inclusion, cultural competency and a positive work environment.
 6. Provides administrative and policy support to the College President in developing and implementing college-wide strategic plans, goals, objectives, policies and priorities with special emphasis on diversity, racial equity, and anti-racism; participates actively in the life of the center, college, the District, and participatory governance processes and initiatives by serving on or leading college and District-wide committees, workgroups, task forces, and councils; leads and directs employees in the development and application of new programs and initiatives to achieve student achievement and higher efficiency, productivity and customer service in work processes.
 7. Through employees, plans and directs a highly varied institutional research and effectiveness program; leads and directs research programs, initiatives and activities supporting District/college strategic planning processes, budget development and institutional effectiveness and student learning outcome assessments to improve student

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- learning; oversees priority setting and implementation of annual research agendas and ongoing research programs and activities to support evidence-based, equity-focused assessment or programs; provides leadership and ensures timeliness and accuracy of data support for teams engaged in accreditation activities and continuous improvement efforts.
8. Through directors and managers, ensures work of the college is reviewed through a student equity lens; oversees and directs the solicitation and administration of grants to ensure equitable access to education for disproportionately impacted student populations and other student-related programs and services; oversees the collection and analysis of research and planning data; works with deans and directors on program development, project/grant plans and program policies and procedures; ensures grant goals and guidelines are met and fiscal operations comply with District, State Chancellor's Office and funding source requirements and audits.
 9. Works closely with Guided Pathways and Equity Committees to advance MCC's mission and vision and, the State Chancellor's Vision for Success; works with K-12, college, and university partners in the development of career and/or transfer pathways; ensures the Guided Pathways framework is examined and implemented; leads and participates in planning to organize instructional divisions, student services and college administrative operations to operate efficiently and without academic or non-academic barriers; oversees development and evaluation of quantitative and qualitative research focused on examining barriers to student success and recommends professional development, program pathways, structured processes and instruction that provide students with clear, actionable and usable information to persist and successfully complete their education; ensures student services programs meet student needs and are integrated with instruction in an equitable and fiscally sound manner; establishes project timelines, reviews progress on goals and plans and develops and reviews policies and procedures; collaborates with other Vice Presidents to ensure consistency and transferability of services throughout the District/college.
 10. Directs a variety of academic and student support centers; ensures access to and integration of instruction, academic support and career services and administrative services to enhance student equity and to improve student retention and program completion; partners with community organizations to develop job placement and economic development programs.
 11. Collaborates with other college and District vice presidents, deans, directors, and managers on developing, implementing and integrating District/college policies, procedures and operational guidelines into college operations and on resolving unusual and complex business problems.
 12. Represents the District/college in the community and with business organizations to

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enhance the college's presence in the community; establishes and maintains positive partnerships with K-12 districts and transfer institutions.

13. Serves as the lead administrator and primary point of contact for Categorical programming and specifically the Student Equity and Achievement Plan (AB 1805/Student Equity Plan) and oversees the allocations.
14. Serves as Co-Chair of Equity Committee.

Other Duties

1. Participates in planning for construction of new buildings and campus/education center expansion.
2. Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.
3. Performs related duties as assigned.

Minimum Qualifications:

Education and Experience

Must have evidence of responsiveness to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, as these factors relate to the need for equity-minded practices.

A master's degree from an accredited college or university in a relevant field of study, and seven years of increasingly responsible experience as an academic administrator or in a faculty leadership role, at least two years of which years were in a management capacity, preferably in a California community college.

Licenses, Certificates and Other Requirements

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

Desirable Qualifications:

Experience and skill with addressing issues of equity; recent experience working with African American, Latinx, Native American, and other racially minoritized students and an understanding of how historical patterns of exclusions of these groups in higher education shape patterns of participation and outcomes; willingness to examine and remediate one's relational practices to more effectively

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engage and support racially minoritized students; and a commitment to participatory governance, consensus building, and team approach to management.

Knowledge, Skills and Abilities

Knowledge of:

1. Advanced principles, best practices and methods of program, administrative and organizational analysis, planning and management as applicable to educational, student services and student equity programs and services.
2. Current trends in curriculum development and articulation applicable to assigned areas of responsibility.
3. Current research and best practices in student success and equity.
4. Initiatives and programs to improve student equity, student persistence and completion rates including Guided Pathways.
5. Applicable federal, state and local laws, rules and regulations, including those involving Title V, California Education Code, California regulatory agencies, accreditation, Americans with Disabilities Act and Title IX.
6. Advanced knowledge of the Accrediting Commission for Community and Junior Colleges (ACCJC) accreditation process, including the eligibility requirements, accreditation standards and commission policies.
7. Theory, principles, methods and techniques of institutional and social science research particularly as applicable to research of college institutional effectiveness, student learning outcomes, student success and racial equity, and other key research issues.
8. Regional, District and community resources including governmental, community and social service organizations and their functions as applicable to assigned responsibilities.
9. Principles and practices of strategic and program planning.
10. Practices of budget preparation and control; principles and practices of generally accepted accounting and auditing procedures related to federal and state-funded grant programs.
11. Advanced principles, practices, methods and concepts used in public agency contracting and contract administration.
12. Principles and practices of sound business communication including proper English usage, grammar, spelling, and punctuation.
13. Safety policies and safe work practices applicable to the work being performed, including those required in crisis or threat situations.
14. District/college practices and procedures for purchasing and maintaining public records.
15. Basic principles and practices of organizational improvement and culture change.
16. Principles and practices of effective leadership, management and supervision.
17. Board Policies, Administrative Regulations, Human Resources procedures, Personnel

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Commission Rules, and collective bargaining agreements.

18. Community college and its mission and goals.

Skills and Abilities to:

1. Understand the importance of holding oneself accountable as educators for closing equity gaps and engaging in equitable practices.
2. Reframe inequities as a problem of practice and view the elimination of inequities as an individual and collective responsibility.
3. Encourage positive race-consciousness and embrace human difference.
4. Reflect on institutional and teaching practices and aim to create a culturally responsive teaching environment.
5. Thoughtfully build relationships to promote buy-in and participation among colleagues for equity-related projects and activities.
6. Effectively engage and support historically and racially minoritized groups by addressing issues of inequity equity and improving culturally responsive, affirming, and validating service-oriented practices.
7. Develop and maintain an inclusive work environment that fosters diversity, respect and engagement.
8. Plan, organize, direct, and evaluate the activities of the Educational Services and Institutional Effectiveness Office.
9. Oversee college-wide institutional effectiveness efforts in planning, program review, accreditation, outcomes assessment and financial stewardship with the overall intent of actively supporting the instructional goals, campus-wide needs and the healthy functioning of governance, management and other systems.
10. Ensure compliance requirements are met and the interests of the college and its students are protected.
11. Develop systems and procedures to assess student persistence, progress and student equity measures.
12. Use sound judgement in disciplinary actions within scope of authority.
13. Respond appropriately to student and campus emergency and threat situations.
14. Adopt and manage evolving technologies in education.
15. Evaluate the educational needs of the communities served by the college.
16. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with social science research theory and practice and with applicable laws, regulations, rules and policies.
17. Analyze, utilize critical thinking and make sound recommendations on complex student and

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administrative issues.

18. Work collaboratively with college and District executives, managers and students and provide expert advice and counsel to develop solutions to complex issues.
19. Analyze and administer grants and contracts.
20. Understand, interpret, explain and apply applicable laws, codes and ordinances.
21. Organize, set priorities and exercise expert, independent judgment within areas of responsibility.
22. Develop and implement appropriate procedures and controls.
23. Communicate effectively, both orally and in writing, and practice active listening.
24. Prepare and present comprehensive reports, studies, proposals and recommendations for diverse audiences.
25. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
26. Establish and maintain effective working relationships with all those encountered in the course of work.
27. Contribute to institutional vitality and growth.

Conditions of Employment:

219 duty days and 24 vacation days for a total of 243 days.

Salary and Benefits:

Starting salary is \$187,902 - \$211,485 based on education and experience. A doctoral stipend of \$2,419 is available. In addition, the District offers an attractive fringe benefit package including medical, dental, and vision coverage for the employee and dependents, and life insurance for employees. Employees are also members of the California State Teachers' Retirement System (CalSTRS).

Selection Procedure:

Applications will initially be screened by Human Resources to determine which applicants meet the minimum qualifications as stated in the job announcement.

From the applicants who meet the minimum qualifications and who have submitted all the required documents, a search advisory committee will screen the application packets and determine the candidates who are best qualified based on the minimum qualifications and desirable qualifications. Those candidates will be invited to interview.

The selection committee will rate responses to the interview questions and writing prompt (if applicable). Based on this rating, a small number of applicants will be selected as the "recommended



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candidates". These candidates will be forwarded to the Vice President and College President for final interviews.

A hiring recommendation will be made by the College President and forwarded to the Board of Trustees of State Center Community College District for final approval.

State Center Community College District is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to join our District's purpose to support student success both locally and globally. United, we the faculty, classified professionals and administrators pledge to treat all applicants and employees fairly and equitably.

[SCCCD EEO Plan](#)

For more information, contact the Academic Human Resources Office, 1171 Fulton St, Fresno, CA 93721, (559) 243-7100. For more information on Madera Community College or State Center Community College District, visit our website at www.sccd.edu. **Please refer to position number MVPES-VP (Slot #2169).**

Submission of application and related materials is the applicant's responsibility and must be submitted through the District's online applicant portal. The District reserves the right to re-advertise or to delay indefinitely the filling of a position if it is deemed that the applicants for the position do not constitute an adequate applicant pool or if funding is not available. All application materials are subject to verification. False statements may be cause for disqualification or discharge from employment.

Additional Information:

This is an academic management position, exempt from overtime provisions of the Fair Labor Standards Act, with responsibility for formulation and implementation of district policies, regulations, budget decisions, and supervision of personnel including assignment of work, evaluation of performance, adjusting grievances, recommending hiring, transfer, suspension, layoff, recall, promotion, and termination.

Physical and Mental Demands

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this assignment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:



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While performing the duties of this assignment, the employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk, stand and lift up to 10 pounds, and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this assignment, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple concurrent tasks with intensive deadlines and frequent interruptions; and interact with District/college managers, faculty, staff, students, the public, and others encountered in the course of work.

Working Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this assignment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions subject to frequent public contact and interruption and intermittent exposure to individuals acting in a disagreeable fashion. The climate, temperature, noise level and overall environment will vary according to specific circumstances. The employee may be required to travel to locations other than assigned worksite and to adjust to work schedule changes. This is an academic management position exempt from overtime provisions of the Fair Labor Standards Act.

At Madera Community College we value the ability to serve students from a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college and the workforce community. The successful academic manager will be an equity-minded individual committed to student success by collaborating with faculty, classified staff, administration, students and community partners who are also dedicated to closing equity gaps. An equity-minded individual is a person who:

1. Understands the importance of holding ourselves accountable as educators for closing equity gaps and engaging in equitable practices;
2. Reframes inequities as a problem of practice and views the elimination of inequities as an individual and collective responsibility;

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3. Encourages positive race-consciousness and embraces human difference;
4. Reflects on institutional and teaching practices and aims to create a culturally responsive teaching environment; and
5. Strategically builds buy-in and participation among colleagues for equity-related initiatives.

Madera Community College seeks academic managers who value mentorship and working in a collegial, collaborative environment, guided by a commitment to helping all students achieve their educational goals. The college strongly encourages collaboration across all departments and divisions to create inclusive, integrated, and interdisciplinary learning experiences. Academic managers should be open and willing to participate in culturally relevant professional development that will help them prepare for the population of students who attend Madera Community College. Additionally, the college desires academic managers to utilize a framework of practices that is grounded in change theory and cognitive science.

The ideal candidate will share Madera Community College's commitment to educating its racially and socioeconomically diverse student population. For the 2023-2024 academic year, we enrolled over 10,000 students in which 68% identify as Latinx, 8% as Asian/Pacific Islander, 3% as Black/African American, 17% as White, 1% as American Indian/Alaska Native, and 3% as multiracial. Madera Community College is a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community. The successful candidate will join a college dedicated to the students it serves.

Madera Community College

About the College

Located in the heart of California, Madera Community College (MCC) is the newest college in State Center Community College District and the California Community College system. Madera Community College offers affordable, quality education for residents of Madera County and nearby communities. The college is focused on student success, with comprehensive, innovative programs in transfer/general education, occupational education, and developmental education that motivates and empowers students to be successful.

Madera Community College is located at the edge of the city of Madera on Avenue 12 east of Highway 99. The college first opened as a center under Reedley College in 1996 on a 114-acre site donated by local landowners. MCC offers comprehensive, innovative programs in transfer/general education, occupational education, and developmental education. Distance learning courses are also a priority, providing online courses and linking MCC with other district sites.

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Madera Community College strives to be a fully Guided Pathways college, helping students navigate their way to success at the community college level. Guided Pathways is a transformational framework that focuses on reviewing and revising college policies, procedures and practices with the goal of designing with the student in mind. Guided Pathways presents courses in the context of highly structured, educationally coherent program maps that align with students' goals for careers and further education. The project is designed to significantly increase the number of students who earn a certificate or degree at a California Community College.

[Work for Us!](#)

Madera Community College at Oakhurst

About the College Center

Madera Community College at Oakhurst is a satellite campus of Madera Community College. It is located just 20 minutes from the South entrance to Yosemite National Park and just minutes away from the Sierra National Forest. The campus provides opportunity and access to higher education for a geographically isolated population in Eastern Madera County. The campus currently serves Oakhurst, Mariposa County, Coarsegold, North Fork and the surrounding communities with over 75 courses in a variety of study areas. The center is slated to open a new permanent campus in Fall 2021.

Madera Community College Mission

"Empowering our students to succeed in an ever-changing world."

- We proudly provide quality instruction and strong community partnerships that support students' academic and workforce goals.
- We offer innovative and life-changing opportunities in a diverse, inclusive and equitable environment.
- We value our students' personal and social growth through responsive and interactive college experiences.
- We inspire hope and promote a passion for learning.
- We transform students' lives through high quality college programs and services resulting in degrees, certificates, transfer programs, and career skills.



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Madera Community College Mission

Madera Community College builds effective partnerships, strengthens communities, and transforms lives."

Madera Community College values student success through:

- Connection and Collaboration
- Equity and Inclusivity
- Trust and Accountability

[MCC College Planning Site](#)

To be considered for this position please visit our web site and apply on line at the following link: www.scccd.edu

EOE

Contact Information

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

Contact

N/A

State Center Community College District

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