

Director, Administrative Services  
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=253617>

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Posted Feb. 24, 2025, set to expire Mar. 9, 2025

**Job Title** Director, Administrative Services  
**Department** Administrative Services  
**Institution** San Diego Community College District  
San Diego, California

**Date Posted** Feb. 24, 2025

**Application Deadline** 03/09/2025

**Position Start Date** Available immediately

**Job Categories** Director/Manager

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

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**Job Description**

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**Director, Administrative Services**  
**San Diego Community College District**

**Closing Date:** 3/9/2025

**Position Number:** 009105

**Location:** San Diego Mesa College

**Position Type:**



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Classified

**The Position:**

Posting Details (Default Section)

Closing Date: 03/09/2025 Open Until Filled No Classification Title Director, Administrative Services Working Title Director, Administrative Services Recruitment Limits Location San Diego Mesa College Pay Information Range 6 (\$10,725.84 - \$17,471.26) per month based on the current [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 and is non-negotiable. 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: 009105 FLSA Status Exempt (does not accrue overtime) Position Type Classified Bargaining Unit Management Range 6 Department Administrative Services 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 61 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.

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.

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Applications are now being accepted for the position of Director, Administrative Services, at San Diego Mesa College.

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

- Demonstrated Collaborative Leadership - Proven ability to foster teamwork and build productive relationships across departments to enhance administrative services.
- Effective Cross-Departmental Communication - Strong verbal and written communication skills to engage with diverse stakeholders, including faculty, staff, students, and external agencies.
- Strategic Partnership Development - Experience working with internal and external partners to align administrative services with institutional goals and student success initiatives.
- Equity-Minded Collaboration - Commitment to diversity, equity, and inclusion.
- Consensus Building Skills - Ability to mediate conflicts, find common ground, and develop shared solutions that benefit the institution.
- Stakeholder Engagement and Consultation - Ability to actively listen, solicit input, and incorporate feedback from various stakeholders.
- Team-Oriented Problem Solving - Collaborative approach to identifying challenges and implementing process improvements within administrative services.
- Commitment to Transparent and Inclusive Decision-Making - Willingness to share information and involve relevant partners in financial planning, budget and policy development.

Training and Experience:

- Any combination of training and experience equivalent to: A bachelor's degree and a minimum of five (5) years of leadership experience, preferably in administrative services, finance, or a related field, with demonstrated success in managing teams and fostering a collaborative work environment.
- Extensive experience in budget development, financial planning, and expenditure management, with the ability to analyze financial data, prepare reports, and ensure fiscal accountability.
- Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds of community college

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students and staff.

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

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socioeconomic, cultural, disability, gender, and ethnic backgrounds of community college students and staff.

**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 professionals.

Click [here](#) for the EEO / Diversity / Nondiscrimination - Policies and Procedures Special Instructions to Applicants: To ensure consistency, fairness, and alignment with our commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA), please submit only the materials specifically requested in this posting (e.g., no personal photos, articles, etc.). Be sure to upload the required documents using the respective document name labels. Uploading extraneous materials, unless explicitly requested, 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. All correspondence, including interview invitations, will be communicated via email.

We are dedicated to maintaining the confidentiality of all inquiries, nominations, and applications in the strictest confidence, and we encourage applicants from diverse backgrounds to apply.

1. Complete online application;
2. Resume;
3. Cover Letter; AND,
4. Three (3) references within the online application.

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);

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- 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 two (2) year that is eligible for renewal annually for up to a subsequent two-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 CL01752

### **Major Responsibilities:**

### **Qualifications:**

#### **Desired Qualifications:**

##### Qualifications

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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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San Diego Community College District

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