

Vice President of Strategy and Equity  
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=253749>

Downloaded On: Feb. 26, 2025 5:53pm

Posted Feb. 26, 2025, set to expire Apr. 6, 2025

<b>Job Title</b>	Vice President of Strategy and Equity
<b>Department</b>	
<b>Institution</b>	West Valley-Mission Community College District Saratoga, California
<b>Date Posted</b>	Feb. 26, 2025
<b>Application Deadline</b>	04/06/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Vice-(President/Provost/Chancellor)
<b>Academic Field(s)</b>	Administration - Other
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**Job Description**

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**Vice President of Strategy and Equity**

**Closing Date: 04/06/2025**

**Definition:**

West Valley College is part of the West Valley-Mission Community College District. Designated as a Hispanic Serving Institution, West Valley College enrolls about 15,000 students annually and is minutes away from the heart of the Silicon Valley in a beautiful park-like setting on 143 wooded acres. The student population represents diverse communities from the cities of Saratoga, Campbell, and Los Gatos. Detailed information about the student population, including data related to student success,

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can be found on the [Office of Institutional Effectiveness and Research](#) webpage.

Reporting directly to the College President, the Vice President of Strategy and Equity provides strategic vision and administrative leadership for the colleges community needs, K-12 and university pathways, economic development infrastructure, onboarding, and support services. The Vice President will focus on building programs designed to equip students with the skills and training needed to meet the current workforce demands in the local economy, essentially acting as a pipeline in the region, contributing to overall economic growth; this includes industry-aligned curriculum, training programs, collaborations with local businesses, enterprise innovation, and access to technology for job search and skill development.

The Vice President of Strategy and Equity functions in a senior administrative capacity and collaborates closely with the College President, Vice President of Academic Affairs, Vice President of Student Affairs, and Vice President of Administrative Services, and other Executive Leadership Team members, managers, and administrative staff to improve the colleges effectiveness in meeting students needs. Areas of responsibility include but are not limited to the following: career support and education, dual enrollment and middle college, equity programming, identity centers, foundation liaison and corporate relations, international student services, outreach, presidents circle and council, continuing education, strong workforce, and work experience. Responsibilities also include developing processes/procedures that contribute to increased effectiveness and efficiency. Direct reports are directors, faculty, and classified professionals.

We are seeking a proactive and visible, collaborative, data-informed, knowledgeable leader who thrives in a fast-paced and innovative environment. West Valley College is ranked number one in transfer in Silicon Valley and the Bay Area and number three in California out of 116 community colleges. The college is known for high quality academic programs and faculty, dedicated classified professionals, and an equity-minded approach to student success. West Valley College inspires students to create a future for themselves so they can contribute to a world in need of their talents, drive, and enthusiasm.

West Valley College is committed to addressing inequities and injustices, both societal and institutional, and so recognizes that institutions of higher education have 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 which will transform individuals, the institution, and the greater community. As a collective community, we embrace accountability and will act with courage, grace, and humility in fulfilling our commitment to learning and unlearning.

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**Assignment:**

This is an academic administrator position with an anticipated start date of July 1, 2025. This is an exempt position and is not subject to overtime.

**Salary and Benefits:**

Salary:

- Anticipated Hiring Range: \$213,538-\$227,420 annually (Administrative Salary Schedule, Vice President, Student Services classification, Range 30, Steps A-C).
- Annual salary step increases to maximum of salary range, \$266,213 (Administrative Salary Schedule, Range 30, Step H)

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.
- \$1000 longevity award annually after 10 years of service and \$1,500 longevity award annually after 15 years of service.
- CalSTRS retirement.

**Minimum Qualifications:**

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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:

- Experience: Seven years of increasingly responsible experience in academic administration, including two years of senior level administrative and management responsibility.
- Education: 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.
- 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.

**Desired Qualification:**

The ideal candidate will also demonstrate the following desired qualifications:

- Experience in redesigning existing systems to create student-centered processes that lead to the highest success rates in the nation in transfer and in degree and certificate completion using the metrics of the Aspen Institute College Excellence Program.
- Broad experience in program development, workforce engagement, student success outcomes, collaboration with academic affairs, administrative services, marketing, student affairs, and institutional change.
- Expertise in being responsive and intentional in building a team of professionals including administrators, faculty, classified professionals.
- Ability to evaluate and assess services to determine institutional resources needed to achieve programmatic excellence.
- Experience in negotiating partnerships with other educational institutions, corporations, businesses, community organizations, and agencies.
- Demonstrated expertise in stewarding public funds, including fundraising and cultivating donor relations.
- Ability to design, develop, and implement career education programs and services for students that increase completion and reduce disproportionate impact.
- Experience working collaboratively with campus community stakeholders in a participatory governance environment, such as refocusing the Education Master Plan, refining Guided Pathways framework, elevating the voice of Associated Students, expanding the Caring Campus

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- model, and integrating the Institutional Equity Plan.
- A well-informed leadership philosophy and demonstrated listening and written communication skills.
  - Experience as a successful leader who possesses the ability to deliver on desired outcomes.
  - Demonstrated ability to act with fiscal prudence and accountability.
  - Demonstrated experience as a leader in implementing diversity, equity, and social justice actions.

**Knowledge and Abilities:**

Knowledge of:

- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Equity, inclusion, and social justice frameworks in higher education.
- Current and innovative trends in academic, career technical education, community and contract education, including non-traditional methods of instruction, and workforce development.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of participatory governance and effective practices of adult teaching and learning.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Principles and practices of program development, assessment, and institutional change.
- Pertinent local, state and federal laws, rules and regulations.

Ability to:

- Plan, direct and control the administration and operations of the division.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve division related issues; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use

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telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

- Prepare and administer division budgets.
- Develop and implement policies and procedures that foster student success and workforce engagement.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply district and division policies, procedures, rules and regulations.
- Supervise, train and evaluate assigned staff.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative and collaborative working relationships with others.
- Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel.

**Examples of Duties and Responsibilities:**

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

- Provide leadership and strategic direction for the colleges community needs, K-12 and university pathways, economic development infrastructure. Areas of responsibility include but are not limited to the following: career support and education, dual enrollment and middle college, equity programming, identity centers, foundation liaison and corporate relations, international student services, outreach, presidents circle and council, continuing education, strong workforce, and work experience.
- Develop and implement strategies for industry-aligned curriculum, training programs, and partnerships with local businesses to equip students with skills and training needed to meet the current workforce demands and support regional economic growth.
- Develop, plan and implement division goals and objectives; recommend and administer policies

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and procedures.

- Coordinate division activities with those of other divisions, departments, and outside agencies and organizations; provide staff assistance to the President and Chancellor; prepare and present staff reports and other necessary correspondence.
- Work closely with the College President, Vice President of Instruction, Vice President of Student Services, and Vice President of Administrative Services, and other Executive Leadership Team members, managers, and administrative staff to improve the colleges effectiveness in meeting students needs.
- Direct, oversee and participate in the development of the divisions work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Supervise and participate in the development and administration of the divisions budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures.
- Select, train, motivate and evaluate staff; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the division.
- Serve as a member of the presidents leadership team; establish and achieve institutional goals in accordance with the colleges educational and facilities master plan; ensure that development of short and long-term plans for all instructional programs and services occur in concert with the colleges overall direction and priority.
- Serves as a liaison to the Foundation alongside the College President, assisting in the planning and development of foundation initiatives, scholarship programs, and strategies for financial growth through diverse revenue streams.
- Represent the division to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
- 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.

**Working Conditions:**

**Other Duties:**

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**Application Information:**

**Physical Demands:**

**Applicant Information:**

**APPLICATION INFORMATION:**

- Interested applicants must submit online all materials requested, including: (1) A completed online West Valley-Mission Community College District application; (2) Supplemental application questions; (3) Resume; (4) Unofficial copies of transcripts; (5) Cover letter and/or reference list, if requested; and (6) Any requested licenses or certificates, if applicable.
- All sections of the online application, including Education and Educational Work History, must be completed thoroughly.
- Supervisor(s) name(s) and telephone numbers must be included in the application.
- Incomplete applications will not be considered.
- Do NOT send unrequested materials. Unrequested materials will be removed from your application and will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully and completely.

**ABOUT TRANSCRIPTS:**

- If a minimum requirement is possession of a degree, then a copy of transcripts is required to be included with your application to verify the degree being awarded. If no transcripts are included, the application may be screened as not meeting minimum requirements.
- Degrees must have been awarded by a college or university accredited by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.
- Candidates with degrees earned outside of the United States must provide official certification of equivalency to U. S. degrees by a certified U. S. credential review service, must have a U.S. evaluation (course by course of the transcripts) and must be submitted with this online application.
- If you do not have an electronic version of the transcript, you can get it scanned at an office supply or copy store; then attach the electronic version of your transcript to this online application.
- Copies of diplomas, grade reports, graduation petitions, transcript evaluations requests, or similar





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documents WILL NOT be accepted in lieu of transcripts.

For reasonable accommodations and assistance, contact:

Office of Human Resources, Attn: Recruitment

14000 Fruitvale Ave, Saratoga, CA 95070

Phone: (408) 741-2174 Fax: (408) 867-9059

Email: [Jobs@wvm.edu](mailto:Jobs@wvm.edu)

**Selection Process:**

**SELECTION PROCESS INFORMATION:**

- After the deadline date, a committee will review and evaluate applications and supporting materials to select the applicants to be interviewed. Meeting the minimum qualifications does not assure the candidate an interview.
- All candidates will receive an e-notification to acknowledge receipt of their application materials. If not contacted within 3-6 weeks following the close of the recruitment, no suitable match was determined at this time.
- Travel expenses to attend first-level interview are the responsibility of the candidate.
- Application materials become the property of the District and will not be returned or duplicated.
- The District may choose to re-advertise or indefinitely delay filling a position. Some positions may include first and second level interviews.
- The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.
- Any tentative verbal offer of employment is contingent upon formal approval of the college Governing Board.
- Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.

**EEO STATEMENT:**

West Valley-Mission Community College District is an Equal Opportunity Employer that seeks to employ a diverse workforce who will contribute to an inclusive and welcoming educational and employment environment. The District is committed to nondiscrimination on the basis of ethnic group



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identification, race, color, national origin, religion, age, sex, physical disability, mental disability, genetic information, ancestry, gender identity, gender expression, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, military or veteran status, and medical condition consistent with applicable federal and state laws.

**Special Instructions to the Applicant:**

**Posting Number:** FY22/23-261FT

**Open Date:** 02/20/2025

**Close Date:** 04/06/2025

**Open Until Filled:** No

**For more information on this position and to apply, please visit our website at the following link:**  
[wvm.peopleadmin.com](http://wvm.peopleadmin.com)

*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

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