

Dean, Business, Education and Service Industries
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=262257>

Downloaded On: Sep. 9, 2025 11:57pm

Posted Sep. 9, 2025, set to expire Sep. 28, 2025

Job Title	Dean, Business, Education and Service Industries
Department	
Institution	West Valley-Mission Community College District Santa Clara, California
Date Posted	Sep. 9, 2025
Application Deadline	09/28/2025
Position Start Date	Available immediately
Job Categories	Dean
Academic Field(s)	Administration - Undergraduate Education Business Education Vocational/Technical
Apply Online Here	https://apptrkr.com/6552014
Apply By Email	
Job Description	

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Dean, Business, Education and Service Industries

Closing Date: 09/28/2025

Definition:

Mission College is seeking an experienced, equity-engaged professional to serve as the Dean of

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Business, Education and Service Industries.

Mission College, located in Santa Clara, the heart of the Silicon Valley, is a proud Hispanic Serving Institution (HSI) and Asian American Native American Pacific Islander Serving Institution (AANAPISI). As a designated Caring Campus, we prioritize connection, compassion, and belonging in all that we do.

We are deeply committed to diversity, equity, inclusion, and anti-racism, not just as values, but as everyday practices. Our greatest strength is our people. At Mission, employees are encouraged to bring their full, authentic selves to work. We lead with heart, honor lived experience, and center students in every decision.

With innovative programs, a student-focused culture, and award-winning faculty and staff, Mission College has earned recognition for advancing equitable student outcomes, supporting basic needs, and driving workforce development. This is more than a place to work - its a place to belong, grow, and make a real impact.

Under the direction of the Vice President of Instruction, the dean provides leadership in support of the college vision, mission and values for the School of Business, Education and Service Industries. Departments include: Accounting, Business, Child Development, Computer Applications and Hospitality Management.

Assignment:

This is an academic administrator position with an anticipated start date of January 2026. This is an exempt position and is not subject to overtime.

Salary and Benefits:

Anticipated Salary:

- \$198,174 - \$211,059 annually (Administrative Salary Schedule, Range 25, Steps A-C).
- Annual salary step increases to maximum of salary range, \$247,060 (Administrative Salary Schedule, Range 25, Step H)

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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:

- 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.
- Experience: Five years of increasingly responsible experience in instruction at a college level; including two years of administrative and management responsibility.

AND

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.

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Desired Qualification:

Knowledge and Abilities:

Knowledge of:

- Principles and practices of curriculum development and approval, and enrollment management in institutions of higher education.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Academic, career/transfer education, transfer, and developmental education including non-traditional methods of instruction.
- Process and standards of accreditation, and requirements and techniques of outcomes assessment.
- Principles and practices of collective bargaining, contract negotiation and administration.
- Modern pedagogical and instructional design for various instructional methods including online, supplemental, and non-credit.
- Principles and practices of participatory governance and effective practices of adult teaching and learning.
- Pertinent local, state and federal rules, regulations, and laws.
- Modern office practices, methods, and computer equipment.
- Principles and practices of organizational analysis and management.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training and personnel management.

Ability to:

- Organize and direct the operations and activities of the colleges instructional programs and/or student support services.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; 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 telephone; write or use a keyboard to communicate through written means; and lift or carry

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weight of 10 pounds or less.

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Interpret and apply district, division and department policies, procedures, rules and regulations.
- Supervise, train and evaluate 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:

- 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;

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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.
- 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.

Working Conditions:

Other Duties:

Application Information:

Physical Demands:

Applicant Information:

APPLICATION INFORMATION:

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- 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 documents WILL NOT be accepted in lieu of transcripts.
- When uploading transcripts, please ensure they are NOT encrypted, secured, or password-protected or they will be rejected by the system.

For reasonable accommodations and assistance, contact:
Office of Human Resources, Attn: Recruitment

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14000 Fruitvale Ave, Saratoga, CA 95070
Phone: (408) 741-2174 Fax: (408) 741-2564
Email: careers@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.
- The district does not provide visa sponsorship.

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 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

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veteran status, and medical condition consistent with applicable federal and state laws.

Special Instructions to the Applicant:

Posting Number: FY22/23-289FT

Open Date: 08/13/2025

Close Date: 09/28/2025

Open Until Filled: No

For more information on this position and to apply, please visit our website at the following link:

wvm.peopleadmin.com

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

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