

SAN JOSE CITY COLLEGE PRESIDENT
San Jose/Evergreen Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=262392>

Downloaded On: Sep. 11, 2025 2:28pm

Posted Sep. 11, 2025, set to expire Oct. 17, 2025

Job Title SAN JOSE CITY COLLEGE PRESIDENT
Department Executive
Institution San Jose/Evergreen Community College District
San Jose, California

Date Posted Sep. 11, 2025

Application Deadline 10/17/2025

Position Start Date Available immediately

Job Categories President/Provost/Chancellor

Academic Field(s) Administration - Executive

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Job Description

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SAN JOSE CITY COLLEGE PRESIDENT

San Jose/Evergreen Community College District

Close/First Review Date:10/17/2025

Work Location: San Jose City College

Position Description:

POSITION PURPOSE

Under the policy direction of the Chancellor, the President serves as the assigned Colleges Chief

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Executive Officer with responsibility for all aspects of College operations and administration. The President participates in the development of the Districts mission, vision, values and objectives; plans, integrates and directs the implementation of the District Strategic Priorities and College Specific Plan to ensure student success and promote a supportive work environment; and performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below exemplify the work of the classification and assigned duties may include work which is similar, related or a logical assignment to this class.

1. Assists the Chancellor in carrying out the policies and directives of the Districts Board of Trustees.
2. Articulates a vision for the College that defines emerging needs and trends, leads a strategic planning process that guides new programs and services, and brings a holistic perspective/approach to College-wide discussions and priorities.
3. Exercises executive leadership in formulating College educational plans and strategies, ensuring organizational and financial effectiveness and sustainability, and in establishing long-term direction to ensure student success.
4. Champions an institutional commitment to student equity of access and outcomes and to social justice; provides leadership in addressing the needs and rights of a diverse community.
5. Provides fiscally responsible leadership to manage the campus; participates in the development and allocation of the Districts budget; directs and monitors the implementation of adopted budgets; directs the preparation and development of College financial reporting including those related to state and federal funding.
6. Serves as chief representative of the College in dealings with the District Office, elected officials, College management, faculty and staff, other community colleges and educational institutions, and business and community groups; serves as College spokesperson in dealings with the media.
7. Provides executive leadership and planning to improve access to academic programs and support services, and student services to promote workforce development, increase degree completion rates and prepare higher numbers of successful transfer students to four-year colleges and universities.
8. Leads College accreditation processes and implementation of statewide initiatives.

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9. Provides leadership for a significant number of capital construction and renovation projects.
10. Develops and increases partnerships with K-12, other higher education institutions, business and industry, and the community.
11. Integrates the Colleges use of institutional research and analysis of data to make informed institutional decisions including evaluating priorities, program review, enrollment management, and budgeting.
12. Participates in participatory governance consultations and collaborations with District and College committees, advisory groups, academic senate and other employee and student groups on a variety of institutional issues.
13. Attends Board meetings and District committee meetings; researches background information and prepares agenda items and reports; tracks status of Board items and verifies required deadlines are met.
14. Performs other duties as assign by the Chancellor.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Advanced knowledge of the principles and practices of public administration, including long-range goal setting and strategic planning, program development, implementation and evaluation, project management, procurement and public records management.
2. Theories, principles and practices utilized to research, develop and implement higher education student learning and success programs and services.
3. District mission, objectives, organization, operations and policies.
4. Principles and practices of business and financial management of public educational institutions.
5. Federal, state and other applicable laws and regulations and District policies and procedures governing enrollment services including applicable sections of California Education Code, Title 5, Family Educational Rights and Privacy Act (FERPA).
6. Principles and practices of information technology systems at a level needed to utilize for the

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advancement of administrative and other organizational computing.

7. Theories and techniques of negotiation, mediation and conflict resolution.

8. Principles and practices of effective large-organization management and supervision.

9. Principles and practices of strategic planning.

10. Principles and practices of organizational improvement and culture change.

11. Board Policies, Administrative Regulations, Accrediting Commission for Community & Junior Colleges Standards, Human Resources procedures and collective bargaining agreements

Skills and Abilities to:

1. Understand the needs and interests of multiple stakeholders and balance fulfillment of those needs with considerations of student success and broad organizational, business, legal and economic issues.

2. Work collaboratively with the District Board of Trustees, Chancellor, other administrators, employees and the community to support the Districts mission and the Strategic Plans goals, objectives, and priorities.

3. Provide complex strategic analysis, advice and policy support and develop solutions to complex issues.

4. Represent the District and College effectively to outside organizations and individuals and identify and respond to sensitive community and organizational issues, concerns, and needs.

5. Delegate authority and responsibility and ensure accountability.

6. Prepare and administer budgets and ensure accuracy of fiscal reporting.

7. Prepare and present clear, concise and comprehensive correspondence, reports, studies and other written materials.

8. Apply objective and fair assessments in decision making and personnel matters.

9. Select, motivate and evaluate managers, faculty and staff and provide for their training and

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professional development.

10. Develop and implement appropriate procedures and internal controls.

11. Operate a computer, standard business software and applications

Required Qualifications:

EDUCATION AND EXPERIENCE

1. A masters degree from an accredited college or university.

2. Minimum of at least three years of senior or cabinet-level experience in higher education.

Desired Qualifications:

1. A doctorate degree.

2. At least three years of experience working directly with students.

3. Effective leadership experience working with historically underrepresented groups and groups who may have experienced discrimination.

4. Demonstrated success integrating diversity into at least three of the major areas including supervision, evaluation, recruitment, hiring, student services, program and/or curriculum development, policies/practices, retention of women, ethnic minorities and people with disabilities, contracting, mentorship, staff development, and meaningful interaction with diverse students and other employees.

5. Extensive experience in external relations demonstrating the ability to communicate respectfully, promote and represent the College and District, develop partnerships, and effectively advocate for the College.

Districts Diversity Requirements

- Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.

Success integrating diversity as appropriate into the major duties outlined in the job description and in

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the duties listed in the Districts hiring policy; or demonstrated equivalent transferable skills to do so.

Salary Range:

\$308,888 - \$357,575 Annual Salary (Executive 2025-2026 Salary Schedule). Starting salary placement is generally at Step 1.

Benefits:

In addition to the salary, this position qualifies for the choice of one of the Districts excellent Health Benefits and Welfare plans, which the premium cost is 100% paid by the District for the employee and their eligible dependents, and one health plan costing an estimated \$60,000 for the District for fiscal year 2025-2026. We offer two medical plans (Anthem Blue Cross [PPO] and Kaiser Permanente (HMO)); dental (Delta Dental PPO); vision (VSP Choice); life insurance for the employee (The Hartford); life insurance for eligible dependents (The Hartford); a long term disability/income protection plan (The Hartford); and an employee assistance plan (Anthem EAP).

In addition, the District contributes an additional 19.10% of the employees salary towards an eligible employees pension (CalSTRS).

Employees may also elect to participate in optional plans including purchasing additional life insurance for themselves and their eligible dependent(s); enroll in a medical, transportation, and/or dependent care Flexible Spending Account(s) (with the \$4 monthly administrative fee paid by the District); and set pre-taxed dollars aside to supplement their pension in a 403b (tax shelter annuity) and/or a 457 (deferred compensation) plan(s).

Executive Administrators earn 24 days per year of vacation, up to 12 sick leave days and 6 administrative leave days. There are currently 20 paid holidays.

To be considered for this position please visit our web site and apply on line at the following link: <https://sjeccd.peopleadmin.com/>

About San Jose/Evergreen Community College District

The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive roles models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

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As of fall 2017, with enrollment of approximately 18,500 per semester, and an extremely diverse student population (Hispanic/Latino 44%, Black/African-American 4%, Asian/Pacific Islander 32%, American Indian/Native American 0.5%, White/Caucasian 11%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the Districts emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse group of managers, supervisors and confidential staff consisting of 29 % Hispanic/Latino, 13% Asian/Pacific Islander, 7% Black/African American, 23% White/Caucasian, and as well as encouraging applications from all qualified, outstanding applicants.

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Contact Information

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

Contact

Executive

San Jose/Evergreen Community College District

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