

Manager, ATEP Operations and Programs  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=263156>

Downloaded On: Sep. 30, 2025 9:44pm

Posted Sep. 30, 2025, set to expire Jan. 29, 2026

**Job Title** Manager, ATEP Operations and Programs

**Department**

**Institution** South Orange County Community College District  
Mission Viejo, California

**Date Posted** Sep. 30, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Professional Staff

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

**Job Website** <https://www.schooljobs.com/careers/socccd/jobs/5091712/manager-atep-operations-and-programs>

**Apply By Email**

**Job Description**

## Manager, ATEP Operations and Programs

Salary: \$116,316.00 - \$163,716.00 Annually

Location: Advanced Technology and Education Park - Tustin, CA

Job Type: SC - Management (Full-Time)

Job Number: 202400429

Office, Division, or School: SC - Division of Economic and Workforce Advancement

Opening Date: 09/29/2025

Closing Date: 10/20/2025 11:59 PM Pacific

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**Application Instructions:**

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.
- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:
  1. Current department chair(s) (for faculty) or supervisor(s);
  2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
  3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
  4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
  5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

## Description

*Specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.*

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### **SUMMARY DESCRIPTION**

Under direction from the assigned administrator of record of a highly complex, multi-function division of large size, staff, and budget, such as a Dean or Director, the Manager, ATEP Operations and Programs will provide strategic leadership and operational management for Saddleback at ATEP. This role will oversee daily operations, manage budget and resource allocation, coordinate multi-departmental programs, and ensure the delivery of high-quality support services for instructional activities, events, and community partnerships. The Manager will supervise classified staff, coordinate technology support, manage facilities and safety compliance, and facilitate collaborations with industry and community partners to promote Saddleback at ATEP's programs.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned administrator of record of a highly complex, multi-function division of large size, staff, and budget, such as a Dean or Director, or designee.

Exercises functional and technical supervision over assigned personnel, including recruitment, hiring, training, onboarding, and performance evaluation.

### **REPRESENTATIVE DUTIES**

*The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

### **STRATEGIC AND PROGRAMMATIC LEADERSHIP**

Implement the strategic direction and oversee the operational effectiveness of Saddleback at ATEP's programs, including but not limited to Culinary Arts, and Automotive Technology.

Develop and implement strategies to promote Saddleback at ATEP, increase community engagement, and foster partnerships with local and regional industry, Workforce Development service providers, and educational institutions.

Assist in long-term planning for program expansion, facility enhancements, and resource

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allocation aligned with college and district goals.

Represent Saddleback at ATEP in on- and off-campus meetings, outreach activities, and public relations efforts.

### **OPERATIONS AND FACILITY MANAGEMENT**

Ensure daily operational needs are met, including site management, safety compliance, student support services and operational protocols for labs and instructional spaces.

Manage budget preparation, forecasting, and expenditure tracking, ensuring financial resources are effectively allocated to support program needs.

Coordinate event and program logistics, including scheduling, staffing, requisitions, and equipment maintenance.

Collaborate with Facilities, Maintenance, and Operations to monitor and recommend repairs or improvements to ATEP facilities and equipment.

### **COMMUNITY ENGAGEMENT AND OUTREACH**

Serve as the liaison between Saddleback at ATEP and community, business, and industry partners, fostering relationships to support program development and fundraising initiatives.

Plan, organize, and execute outreach events, conferences, workshops, and promotional activities.

Develop and implement a coordinated outreach, marketing, and public relations plan to increase visibility and engagement for Saddleback at ATEP's programs.

### **SUPERVISION AND STAFF DEVELOPMENT**

Provide functional and technical supervision over classified and technical staff, student workers, and temporary staff.

Recruit, hire, train, onboard, and evaluate assigned support staff to create a positive, inclusive, and equity-minded work environment.

Foster a culture of professional excellence, customer service, and innovation in delivering

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services at Saddleback at ATEP.

### **INSTRUCTIONAL SUPPORT AND SAFETY COMPLIANCE**

Oversee instructional support functions for faculty, students, and visiting staff, ensuring effective use of instructional technologies and resources.

Manage laboratory safety protocols, equipment usage, and staff training requirements, in coordination with District Risk Management.

Ensure compliance with district policies and safety regulations across all ATEP facilities and instructional labs.

### **DATA AND REPORTING**

Collect, compile, and analyze data on program performance, resource utilization, and community engagement to support strategic decision-making.

Prepare complex reports, budgetary forecasts, and other documentation for college and district leadership.

Assist the Dean in meeting all reporting timelines and organizational workflow requirements.

*Perform other duties as assigned that support the overall objective of the position and the District's mission and philosophy.*

*Report to work on a regular and consistent basis, as scheduled, to assigned job.*

### **MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **EDUCATION AND EXPERIENCE GUIDELINES**

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*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

Bachelor's Degree or higher from an accredited college or university.

**Experience:**

Five years of progressive leadership experience in operations management, career educational leadership, event operations, or business administration, preferably within an educational setting.

Commitment to equity and diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how these factors relate to the need for equity-minded practices within an educational environment.

**LICENSES, CERTIFICATES, AND/OR OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE OF:**

Strategic planning, budget preparation, and resource management.

Principles of training, supervision, and performance evaluation.

Safety and risk management protocols for instructional labs.

Outreach, marketing, and public relations practices.

Event planning, coordination, and facility management.

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Fundraising and partnership development strategies.

Microsoft Office Suite and other relevant software for data analysis and reporting.

**ABILITY TO:**

Lead and manage complex operational activities across multiple departments within Saddleback at ATEP.

Contribute to, manage and implement strategic plans, budgeting processes, and outreach efforts.

Analyze problems, identify solutions, and implement recommendations to support ATEP's goals.

Establish and maintain effective working relationships with staff, faculty, students, and community partners.

Communicate effectively, both verbally and in writing, with diverse audiences.

Operate modern office equipment and specialized college software as required.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Work Environment:**

Standard office, instructional lab, and event environments.

**Physical Demands:**

Regularly required to sit, stand, walk, lift objects up to 10 pounds, and travel between locations as needed.

Must be able to work occasional evenings and weekends for events or special programs.

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## Supplemental Information

**Close Date: October 20, 2025**

**Required Documents: Resume and Cover Letter**

Range 11 of the District Management Team Salary Schedule

Work Schedule: **Monday - Friday (8:00 AM - 5:00 PM) (evening and weekends as needed)**

Hours per Week: 40

Months per Year 12

**Notice to all Candidates for Employment:**

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The South Orange County Community College District (SOCCCD) will not sponsor any visa applications.

Employees must reside in California while employed with the SOCCCD.

**California Public Employees Retirement System and California State Teachers Retirement System:**

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who



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accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

**Disability Accommodations:**

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to [hrinfodesk@socccd.edu](mailto:hrinfodesk@socccd.edu).

**Attendance Requirement:**

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

**Campus Crime and Safety Awareness:**

Information regarding campus crime and safety awareness can be found at [www.ivc.edu](http://www.ivc.edu) or [www.saddleback.edu](http://www.saddleback.edu). Paper copies are available in the Human Resources office upon request.

**Non-Discrimination Notice:**

The SOCCCD provides access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

**California Fair Chance Act:**

The SOCCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if the SOCCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

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**Diversity, Equity, Inclusion and Equal Employment Opportunity:**

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community.

The SOCCCD is committed to ensuring that all students have the opportunity to succeed in their classes and as such, to eliminating institutional barriers that disproportionately impact students of color. Irvine Valley College and Saddleback College are deeply committed to fostering an inclusive environment where students, staff, and faculty from diverse backgrounds can thrive academically and professionally.

Irvine Valley College (IVC) serves approximately 21,584 students, reflecting a rich diversity: 41% Asian, 2% Black/African-American, 21% Hispanic/Latino, 8% Southwest Asian and North African, 5% two or more races, and 21% White in Fall 2024.

Similarly, Saddleback College (SC) serves around 25,789 students, with demographics showing 12% Asian, 2% Black/African-American, 29% Hispanic/Latino, 5% two or more races, and 47% White in Fall 2024.

These numbers underscore the importance of our commitment to eliminating equity gaps across all student demographics through implementing dynamic, student-centered practices and policies. To support the academic and career success of our diverse student body, we seek a candidate who will actively contribute to our mission of inclusivity and support. The ideal candidate's values will align with SOCCCD's goals for Diversity, Equity, and Inclusion (DEI) and Equal Employment Opportunity (EEO).

**THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**

**Contact Information**

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

**Contact**

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