

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Application Filing Deadline: MONDAY, JULY 23, 2018 @ 5:00 p.m.

DEAN OF CENTERS

Educational Administrator

GENERAL DESCRIPTION:

Under general direction of the Vice-President of Academic Affairs, provides administrative supervision and oversight for instructional programs and services for off-campus centers and outlying areas, including the North County Center and the Mendocino Coast Center. Oversees the work of the Lake Center Director. The Dean of Centers will be located and have offices at the Coast Center in Fort Bragg and the North County Center in Willits.

REPRESENTATIVE DUTIES:

Plans and directs programs and services for off-campus centers and outlying areas including program review, staffing recommendations and capital outlay requests; develops and implements goals and objectives; articulates plans to others to provide direction.

Oversees center operations including all programs and services; refers students to appropriate college support services as needed.

Serves as liaison, representing the centers and outlying areas to District departments, programs, and services.

Stays current and provides leadership in California Community College compliance regulations related to instruction and facilities.

Researches, collects, assembles, analyzes, and maintains information/data for a variety of purposes, including addressing equity gaps; prepares a variety of reports; makes presentations.

Supervises development and maintenance of the annual center budgets and schedule of classes.

Travels to various district locations, including the main campus in Ukiah and the Lake Center, on a regular basis.

Collaborates with full-time faculty to select, train, and evaluate classroom part-time faculty and other staff; determines teaching assignments; provides supervision including orientation, training, general assistance, determining priorities, resolving problems, coordinating/conducting evaluations.

Represents the college to the public; establishes contact with the local community public agencies, school principals, counselors, teachers, business organizations, service organizations, cultural entities, and the media as needed.

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Promotes cooperative planning efforts among educational agencies and institutions in assigned communities to improve articulation and planning of educational services and avoid duplication of services.

Develops and maintains collaborative partnerships that enhance the Centers' instructional programs and services.

Coordinates the promotion, marketing, and evaluation of programs and services for the centers and outlying areas.

Works with District staff in the production of the class schedule, college catalog, posters, flyers, newsletters, media releases and other printed communication media for the centers and outlying areas.

Collaborates with Instructional Deans and full-time faculty to strategically schedule classes throughout the District.

Participates in and provides leadership on college committees, including planning and management committees.

Represents the District at assigned local, regional, and State meetings; serves on committees; performs other related duties as assigned.

QUALIFICATIONS

Must meet State mandated minimum qualifications for an educational administrator.

Commitment to advancing equity in access and outcomes.

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students

KNOWLEDGE OF:

The role of educational administrators
The role of college centers
Educational needs of the assigned communities
Related laws, regulations, policies, and procedures
Techniques of class scheduling
Principles of budgeting, supervision, and management
Long and short-range planning techniques
Instructional support services
Teaching-learning process
Educational technology
Quality instructional methods
Community college operations

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ABILITY TO:

Plan, develop, organize and administer programs and services for community college off-campus centers
Assess and evaluate community educational needs and interests
Interpret and apply related laws, regulations, policies and procedures
Assess and evaluate community needs and interests
Develop and implement related programs, policies and procedures
Provide administrative direction to faculty and staff
Select, train, supervise, and evaluate faculty and staff
Develop and manage budgets
Make effective recommendations and decisions
Take independent action
Research, compile, and analyze information/data
Prepare and present reports
Visibly and positively represent the college to the public
Work cooperatively with others
Acknowledge and encourage faculty and staff excellence and professional development
Communicate effectively verbally and in writing
Prioritize workload and conflicting demands
Operate a computer and use related educational technology
Work variable hours including evenings and weekends
Maintain valid California Driver's License
Travel by car to all locations throughout the Mendocino-Lake Community College District

ASSIGNMENT/SALARY BENEFITS

This educational administrator will be employed by an annual contract with an option for two-year renewals. The salary range is \$118,727 to \$137,439 with a maximum initial placement at Step 2. There is a \$2,720 stipend for an earned doctorate. Twelve days of sick leave and twenty one days of vacation are earned annually. There are twenty paid holidays. The District provides an outstanding health and welfare package including: family medical, dental, and vision benefits. Employee life insurance is also provided. Current salary schedule: <http://www.mendocino.edu/college/employment/salary-schedule>

APPLICATION PROCEDURE: By **MONDAY, JULY 23, 2018 @ 5:00 p.m.**, please submit the following application materials to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA, 95482. These materials may also be scanned and submitted electronically via email to HRrecruiting@mendocino.edu, or faxed by the deadline date above to 707-467-1023.

- Completed Mendocino College Academic Application
http://www.mendocino.edu/tc/pg/1316/forms_applications_for_employment.html
- Cover letter describing your interest in and qualifications for this job.
- Resume including education, experience, professional organizations and accomplishments
- Photocopies of all transcripts; a foreign transcript evaluation must be attached if applicable. (Official copies of transcripts are required upon employment.)

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- Three recent letters (within last two years) of recommendation addressing experience and abilities
- A written response to the following, please include specific examples of your experience in your answers (up to two pages total):
 1. The Dean of Centers travels to and works in a variety of locations throughout the Mendocino Lake Community College District. Each location is geographically, demographically, and culturally unique and is served by professional communities with their own unique cultures and processes. What would be your approach to designing and developing educational programs and services in these contexts?
 2. Describe your experience with and commitment to equity, including how you would promote equity through programs and services offered at the Centers.

Interviews are by invitation only.

The college does not reimburse applicants for related travel expenses.

THE COLLEGE: Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community rich in culture, creativity, diversity, and cutting-edge technology. A fully accredited two-year community college, the District serves more than 5,000 students across 4 campuses in the greater parts of Lake and Mendocino Counties.

The beautifully landscaped main campus is located in Ukiah, California — ranked among the best small towns in the United States. With clear skies and panoramic views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a new state-of-the-art Library/Learning Center, high-tech Allied Health Facility, and Student Center. The college operates two newly constructed and fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

With a comprehensive curriculum and engaging instruction, Mendocino College, provides a wide variety of degree, certificate, transfer, occupational and community service programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College boldly prepares students for a future of innovation and success.

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THE COMMUNITIES: Mendocino and Lake Counties include some of California's most beautiful scenery which includes rich agricultural lands and pristine coastal sites. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area and contribute to its growing diversity. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf. We also enjoy a range of theatre, music, art, and athletic events. Ukiah and the surrounding area are home to exceptional wineries, breweries, and restaurants.

The Mendocino-Lake Community College District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development