



PERALTA COMMUNITY COLLEGE DISTRICT
333 EAST 8TH STREET * OAKLAND, CA 94606-2844
www.peralta.edu

Berkeley City College - College of Alameda - Laney College - Merritt College

ACADEMIC MANAGEMENT JOB VACANCY

EXECUTIVE VICE PRESIDENT, STUDENT LEARNING

LANEY COLLEGE
OAKLAND, CALIFORNIA

APPLICATION DEADLINE DATE: JANUARY 12, 2012 BY 4:30 P.M.*

The District is strongly committed to achieving staff diversity and the principles of equal employment opportunity. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices.

The Chancellor is pleased to announce the official search process to identify and select an EXECUTIVE VICE PRESIDENT, STUDENT LEARNING for Laney College. The Peralta Colleges are located in the beautiful Oakland/San Francisco Bay Area, an area which leads the world in technology and innovation. This District is seeking an individual who will become part of the Chancellor's team responsible for implementing an ambitious agenda in advanced training and higher education to serve all segments of a culturally diverse urban community. The District serves six cities in the East Bay. The Peralta colleges have a reputation for developing effective approaches to serving the varied interests and needs of the community. The District was founded in 1964, serves 29,000 students, and is one of the top community college districts in California in transferring students into the University of California system.

Laney College is one of four, two-year colleges, maintained by the Peralta Community College District, located near the urban center of Oakland. The 60-acre campus is located near the Oakland Museum, the Henry J. Kaiser Center Convention Center, and within blocks of Lake Merritt. It is the largest of the four campuses with a population of 12,000 students. The College serves as a community and cultural center that provides various educational programs and services that assist adults of diverse communities in facing the social, economic, and personal challenges of a changing society.

Individuals are invited to apply who are interested in joining a team of educational leaders, who understand the principles and distinction of excellence in management and commitment to visionary leadership, and who are committed to community service and academic excellence.

The Executive Vice President (EVP) serves as the chief academic officer responsible for guiding the College's academic mission and student affairs programs and maintaining the College's regional accreditation. This college-wide leadership position oversees strategic planning, evaluation, and resource allocation, which enhances and sustains innovation, quality and high levels of student achievement across all student cohorts. Related, the incumbent oversees the activities of the Office of Institutional Effectiveness, enrollment management, professional development and learning innovation. As a member of the President's executive team, the EVP leads the educational planning process and maintains the Educational Master Plan, ensuring commitment to data-informed decision-making reflecting collaboration with colleagues, in the development of resource priorities that support student success strategies to achieve student learning and student success benchmarks.

The EVP reports to the President and will work closely with (and fosters collaboration among the) deans of academic and student affairs, faculty leadership, the Associated Students of Laney College, and the Office of Business Services to advance the College through focus on research, effective practices, and continuous improvement through commitment to and practice of shared governance, servant-leadership and student success strategies.

THE POSITION

Under the direction of the President, plan, organize, coordinate, develop, direct, administer and evaluate Student Learning operations and activities including College -wide academic and student affairs divisions, departments, programs and services and

* Appointment to this position is subject to availability of funds. See important detailed application procedures.

activities for students; provides leadership and direction to academic and classified staff in areas involved in the delivery and administration of a comprehensive program including transfer, career and technical, and foundation skills education, student affairs, contract education, fee-based education, curricula and co-curricular activities, grants, articulation and learning resources; trains, supervises and evaluates the performance of administrative and support staff assigned to academic and student affairs. All leadership efforts are established to ensure that the College's prioritized needs of students and community are met.

DUTIES AND RESPONSIBILITIES

- Plan, organize, and administer Student Learning operations and activities including College-wide academic and student affairs divisions, departments, programs, services and activities in order to provide a rich, supportive and productive student learning environment; provide College-wide leadership and oversight for academic and student affairs policy development and strategic planning; establish and maintain academic and student affairs timelines and priorities; assure related activities comply with established College, State and federal standards, requirements, laws, codes, rules, regulations, policies and procedures.
- Coordinate and direct courses, curricula, student support services and programs, fiscal functions, meetings, communications, information, resources and personnel to meet student needs and enhance the educational effectiveness of the College; direct the development and implementation of academic and student affairs plans, strategies, processes, systems, projects, courses, goals, events and objectives; establish, develop, implement and schedule classes and other instructional and student support program and service activities.
- Serves as the College's Accreditation Liaison Officer to the Accrediting Commission for Community and Junior Colleges. Provides leadership in the development of Student Learning Outcomes (SLOs) and related meaningful assessment that leads to the improvement of student learning and services.
- Supervise and evaluate the performance of assigned administrators and personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.
- Coordinate, attend, conduct and chair various meetings, committees, councils, teams, conferences and special events as assigned; prepare and deliver oral presentations concerning academic and student affairs operations, activities, programs, services and courses; prepare agenda items as needed; attend and participate in collective bargaining sessions and negotiations as directed.
- Direct and assist subordinate administrators in the identification, analysis, design and implementation of program, curriculum and policy initiatives; coordinate academic and student affairs programs and activities to assure compliance with established curriculum standards and requirements and enhance teaching, learning and student success; direct and participate in developing and maintaining curriculum standards, enhancing enrollment and meeting the educational needs and goals of students.
- Coordinate academic and student affairs programs, services, communications, activities, projects, curriculum development and information between administrators, faculty, personnel, community resources, outside organizations, students, the public and various local, State and federal agencies; assure proper and timely resolution of issues, complaints, problems and conflicts within the Office of Student Learning and related to students, staff, faculty, administrative, programs and services.
- Develop and prepare the annual preliminary budget for the Office of Student Learning including its academic and student affairs units; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; direct financial functions to assure fiscal accountability and solvency; evaluate enrollment data to determine appropriate spending priorities; direct and participate in researching, obtaining and maintaining grants and other funding sources; prepare related proposals and documents.
- Direct consultation and advisement services concerning Student Learning; advise and assure students, personnel, administrators, outside agencies and the public are provided with technical, accurate and timely assistance and information concerning related programs, services, divisions, departments, courses, curricula, schedules, timelines, standards, requirements, goals, objectives, services, time lines, processes, laws, codes, regulations, policies and procedures.

- Monitor and analyze academic and student affairs operations and activities for educational and financial effectiveness and operational efficiency; direct the research, development and implementation of standards, programs, services, policies, systems and procedures to meet student needs and enhance the educational and financial effectiveness and operational efficiency of instructional and student support operations and activities.
- Direct staff development functions to assure excellence and innovations, educational efficiencies, and accelerated pace of student learning. Related, provide services that assure faculty understanding of curriculum standards and requirements, instructional and student development strategies and related materials; coordinate and direct the development, implementation and conducting of training sessions to facilitate and enhance faculty and student support staff understanding of related principles, standards, guidelines, requirements, practices, procedures and techniques.
- Research, compile and analyze student, enrollment, class, attendance and other instructional information and data; direct and participate in the preparation and maintenance of a variety of records, reports and files related to programs, services, personnel, students, accountability, attendance, budgets, financial activity and assigned duties; assure mandated reports are submitted to appropriate local, State or federal agency according to established time lines.
- Determine community needs in part by developing and maintaining partnerships with businesses, governmental and non-governmental agencies, high schools, other community colleges, and universities to facilitate the planning and delivery of high quality education and student support services.
- Articulate academic and student affairs interests, achievements and needs within the College and to the community-at-large.
- Assure adequate resources and personnel to meet the teaching, learning and student support functions of the College to enhance the success of all students; direct the procurement and purchasing of needed supplies and equipment; initiate personnel transactions such as hiring activities as appropriate.
- Foster and support innovation and continuous quality improvement by focusing on institutional performance research data, collocation with faculty and staff and creation/sustaining recognition and incentives that support and enhance student success.
- Maintain current knowledge of educational trends, innovations and effective practices, and local, State and federal programs, laws, codes, regulations and pending legislature related to instructional and student support program and service operations and activities; oversee the modification of programs, services, policies and procedures to meet State and federal requirements as needed.
- Provide technical information and assistance to the President regarding academic and student affairs divisions, departments, programs, services, activities, needs and issues; assist in the formulation and development of policies, procedures and programs; collaborate with other administrators in identifying classes appropriate for transferring to credit mode.
- Translate the college to the community and the community to the college by assisting in the development of strategies and activities that build stronger ties with the entire Laney College service area.
- Represent the College locally, regionally, statewide and nationally. Communicate with administrators, personnel and outside organizations to exchange information coordinate activities and programs and resolve issues or concerns. Travel to off-campus locations for meetings, occasionally outside the normal working hours.
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work; oversee and assure proper development, maintenance and modification of instructional and student support computer systems.
- Serve as the Acting President in her/his absence, as directed.
- Performs other duties as assigned by the President.

MINIMUM QUALIFICATIONS

1. Possession of a Master's Degree from an accredited college or university in a discipline represented within the Peralta Community College District curriculum.
2. One year of formal training, internship or leadership experience reasonably related to the administrator's administrative assignment.
3. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.

4. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS

- Preferred: Doctoral degree from an accredited college or university.
- Five years of college-level administrative experience working in instructional programs and student support programs and services
- Three or more years of full-time teaching experience.
- Demonstrated leadership with academic and student services processes and operations
- Over two years of increasingly responsible experience related to the assignment
- Passion for student-centered education
- Demonstrated ability to work constructively with faculty, administration, classified personnel, students and the public
- Collaborative and visionary leadership skills with the ability to encourage improvement and to inspire her/his colleagues
- Experience with budget philosophy and effective practice, especially in a difficult state budget environment
- Demonstrated ability to create and maintain high staff morale to achieve consensus while demonstrating sensitivity to the understanding of the college's diverse populations of students and staff
- Demonstrated commitment to the continued improvement of teaching and learning
- Demonstrated ability to exercise group leadership skills that emphasize collaboration, consensus building, conflict resolution and problem solving
- Demonstrated commitment to participatory approaches to governance

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people.

PHYSICAL REQUIREMENTS

The position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. Also, the position requires grasping, repetitive hand movement and fine coordination in keeping records and preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents and acute hearing is required when providing phone and personal service.

MENTAL REQUIREMENTS

Ability to work and cooperate with faculty, students, managers, the public and employees at all levels in order to exchange ideas, information and opinions.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills as needed. It is not intended to serve as a complete list of job duties, responsibilities and/or essential functions.

APPLICATION PROCEDURES

1. Visit the Peralta website and click on the "Jobs" link or go directly to <https://peraltaccd.peopleadmin.com/> and click on the "Search Jobs" link to find this job posting. Should you decide to apply for this position and you have not already established an account, you will be prompted to do so. Your account which will give you secure and ongoing access to check on the status of your application for the position. Required documents will include:
 - **Current resume of experience, formal education/training and qualifications.**
 - **Copies of supporting credentials, if applicable.**
 - **Copies of transcripts from fully accredited college or university institutions.** (*Copies of diplomas will not substitute for transcripts.*) (*Finalists will be required to submit official transcripts from fully accredited college or university institutions prior to the final interview.*)

Note: A written evaluation by an official foreign credentials/transcripts evaluation and translation service must be submitted for Foreign Degree(s) by the application deadline date.
2. Applications for this position will only be accepted through the online process.
3. Travel expenses for the interview and selection process will be borne by the candidates.

Appointment to the position is conditional upon the approval of the Chancellor.

SALARY AND BENEFITS

This is a full-time, twelve-month academic management position. The annual salary range is \$140,000 - \$160,000/year. (Salary is subject to reduction as a result of furlough days.) Salary placement is commensurate with education and experience.

The Peralta Colleges proudly offer a competitive and comprehensive core of work-life benefits.* Benefits may increase your total compensation by as much as 47%. Premiums are fully paid for you and eligible dependents for the following:

- Medical, vision, prescription drug insurance coverage with a choice of district-provided carriers.
- Delta Dental or Pacific Union Dental.
- Life insurance of \$ 100,000.
- Long-term disability coverage.
- Employee Assistance Program.

In addition to your contribution, Peralta pays 8.25% of your salary to the State Teachers Retirement System (STRS). Retirement eligibility begins as early as age 50. After 10 years of creditable service, medical benefits in retirement are extended until age 65.

Voluntary benefits include Medical Care, Dependent Care and Commuting Reimbursement, 403(b) and 457 retirement plans funded through employee pre-tax dollars. Credit union membership and prepaid legal plan participation are also available.

Other benefits include 22 days vacation leave, 12 days sick leave, and 18 holidays.

* Subject to change.

SELECTION PROCEDURES

A selection committee will review and evaluate applications to select a limited number of candidates for interview. Meeting minimum qualifications for a position does not assure the candidate an interview.

CONDITIONS OF EMPLOYMENT

Employees must satisfy all pre-employment requirements to work for the District which include, but are not limited to, the following items:

REQUIRED FOR ALL EMPLOYEES

Tuberculosis Examination: Prior to employment, the successful candidate will be required to submit evidence (either skin test or X-ray report) of being free of tuberculosis within the past sixty (60) days. The TB test is a condition of employment and any expense must be borne by the successful candidate.

Fingerprinting Requirement:

As a condition of employment, all employees working for community colleges in the State of California are required to be fingerprinted within the first ten (10) working days of the date of employment pursuant to Education Code Section 88024. The District Office of Human Resources processes fingerprints electronically. During the employment intake process, new employees will be given information to have their fingerprints taken at another location

Immigration Requirement: According to the Immigration Reform and Control Act, the Peralta Community College District is required to verify that all new employees are:

- 1) A citizen or national of the United States;
- 2) An alien lawfully admitted for permanent residence in the United States; or
- 3) An alien authorized by the Immigration and Naturalization Services to work in the United States.

All new employees are required to complete and sign a verification form and provide documentation attesting that he/she is a United States citizen, national, or an alien lawfully authorized to work in the United States.

District Policy: A Social Security Card will be required following selection and prior to completion of the hiring process. The employment process cannot be completed without a copy of the Social Security Card on file in the Office of Human Resources.

MAY BE REQUIRED

Medical Examination: Under state regulations and as a condition of employment, certain positions may require a medical examination prior to employment. Expenses incurred will be borne by the employee.

MISSION STATEMENT

The mission of the Peralta Community College District is to provide accessible, high quality adult learning opportunities to meet the educational needs of the multicultural East Bay community.

VISION

The Peralta Community College District will be an exemplary system by being responsive to the educational needs of our community, by providing learner-centered educational experiences and by being committed to innovation and continuous improvement.

The Peralta Community College District is an Equal Opportunity Employer.

In conformance with the Fair Employment and Housing Act and the Americans with Disabilities Act, requests for Reasonable Accommodations may be made to the Office of Human Resources by calling (510) 466-7283.

The Peralta Community College District reserves the right to close or not fill any advertised position.