



**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
invites applications for the position of:**

Dean of Liberal Studies

SALARY:	Not Displayed
OPENING DATE:	05/02/22
CLOSING DATE:	05/29/22 11:59 PM
DESCRIPTION:	

WHAT YOU'LL DO

Under the direction of the Vice President of Academic Affairs, the Dean is responsible for the overall design, organization, delivery, supervision, evaluation, and fiscal management of a comprehensive student learning program in an assigned division/student services area.

This recruitment is being conducted to fill a 12 month, 100% position, located at Oxnard College, beginning July 1, 2022.

WHERE YOU'LL WORK

Oxnard College was founded in 1975 and is the newest of the three community colleges in the county. Set on 118 acres and located two miles from Pacific Ocean beaches, the college is easily accessible by the Ventura Freeway (Highway 101) or the Pacific Coast Highway.

More information about Oxnard College can be found here: www.oxnardcollege.edu

WHO WE ARE

Equity, diversity, and inclusion are essential to our culture and the work that we do within the Ventura County Community College District (VCCCD). The VCCCD is a public community college district serving residents throughout Ventura County. The VCCCD's three colleges - Moorpark College, Oxnard College, and Ventura College - offer programs for transfer to four-year colleges and universities; career technical training; basic skills instruction; as well as community service, economic development, and continuing education for cultural growth, life enrichment, and skills improvement. The Ventura County Community College District recognizes that a diverse community of faculty, staff, and administrators promote academic excellence. This creates an inclusive educational and work environment for its students, employees, and the community it serves. With the understanding that a diverse community fosters multi-cultural awareness, promotes mutual understanding and respect, and provides role models for all students, the VCCCD is committed to recruiting and employing a diverse and committed group of faculty, staff, and administrators who are dedicated to the success of all college students.

We encourage candidates who are equity-minded to submit an application for employment. We are designated Hispanic-Serving Institutions committed to racial and socio-economic diversity as it reflects our communities and student populations. We actively seek to attract candidates who share this commitment to equity, diversity, and inclusion.

The Ventura County Community College District ensures that all employees and applicants for

positions will have equal opportunity for employment regardless of ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, political beliefs, age, gender, religion, transgender, sexual orientation, marital status, veteran status, and/or physical or mental disability.

COVID-19 VACCINATION REQUIREMENT

[Board Policy 3506 COVID-19 Vaccine Requirement for Employees and Students](#) requires that all students and employees of the Ventura County Community College District, which includes faculty, staff, volunteers, student workers, and administrators, be fully vaccinated against COVID-19. All new employees must be fully vaccinated by the first day of employment. An exemption may be requested by individuals who cannot be vaccinated due to medical and/or religious reasons. Employees who receive an exemption will be required to wear a mask or face covering while on District property and/or facilities and will be required to undergo COVID-19 testing twice weekly. For more information about VCCCD's vaccine requirement, please visit the District's [COVID-19 Information Website](#).

REPRESENTATIVE DUTIES:

Develop, direct, coordinate, supervise, and evaluate the programs, personnel, operations, and activities of their respective division, including program planning, analysis, and review, to ensure compliance with Education Code, state and federal regulations, accreditation standards, district policies, and all contractual agreements between the Governing Board and recognized bargaining units. **E**

Assist in the recruitment, selection, and development of classified and academic personnel within the division, and evaluate all personnel in accordance with applicable policies and procedures; plan and project division staffing requirements; monitor proper and efficient use of assigned staff; provide staffing recommendations in compliance with Equal Employment Opportunity principles and guidelines. **E**

Direct the development and implementation of class schedules and faculty assignments in accordance with current assessment of program and student needs and collective bargaining agreements. **E**

Direct and implement sound fiscal planning in the development and management of the division budget; supervise the preparation and submission of division budget and, upon approval, assume overall responsibility for timely and accurate implementation; develop and implement externally funded initiatives; plan resource allocations for facilities, equipment and technologies that support instructional programs in the division. **E**

Provide guidance to and receive advice from faculty organizations on matters relating to the instructional programs; promote the inclusion of students in the shared decision-making process. **E**

Ensure that all division courses, curriculum and programs comply with applicable laws, other federal, state, and local requirements, district rules and regulations, Education Code, and collective bargaining agreements; collaborate with the staff to assure that proper course articulation is maintained with other institutions of higher education. **E**

Ensure that all student services programs comply with applicable laws, other federal, state and local requirements, district rules and regulations, Education Code, and collective bargaining agreements; review, monitor and participate in the shaping of regional, statewide and national issues concerning community colleges. **E**

Develop, implement, direct and evaluate activities related to articulation with secondary schools, and matriculation activities within the college, including the recruitment, admission, assessment, advisement and retention of students; develop, implement, direct and evaluate such student activities, programs and services as community outreach, special student events, student government, graduation, student health program management, course curriculum, orientation

programs, needs assessments, and related services in support of student college life. **E**

Coordinate the establishment and implementation of division advisory committees; establish and maintain liaisons with business and community representatives as participants in the planning, development and modification of division curriculum and programs. **E**

Coordinate and prepare timely and accurate instructional reports required by various federal, state, district and college departments. **E**

Promote and participate in the application of computer technology to division programs and activities; use a variety of computer software to research, enter, modify and retrieve data for preparation of reports, correspondence and other written materials. **E**

Keep abreast of emerging services, methodologies, and technologies relevant to division. **E**

Coordinate and prepare timely, accurate and comprehensive reports and responses to all required state, federal, and district and college departments. **E**

Serve on management councils and other college and district committees. **E**

Perform other duties as assigned.

E = Essential duties

MINIMUM QUALIFICATIONS:

1. Possession of a master's degree; and
2. One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

SUPPLEMENTAL INFORMATION:

SALARY RANGE:

\$10,346.75 to \$13,865.50 / month

With a doctorate add \$5,740.20 per year

STARTING SALARY:

Dependent on qualifying education and experience

APPLICATION PROCEDURE:

If you need assistance using the online application system please contact the GovernmentJobs.com applicant support line at (855) 524-5627 between the hours of 6 AM to 5 PM, Pacific Time, Monday through Friday.

All applicants, including previous and current VCCCD employees, must submit the following documents with their application in order to be considered. Please be aware that the hiring committee will NOT have access to materials kept in District personnel files, such as transcripts, and such materials will not be considered unless they are included in your application packet. **All required documents must be submitted by the applicant by the date and time specified on the job posting.** Failure to submit these materials may result in disqualification.

1. A completed Ventura County Community College District/GovernmentJobs.com Employment Application.

- All sections of the application must be filled out. Resumes are not a substitute for completing the “Work Experience” section of the employment application.

2. Cover Letter.

- The cover letter of must include the following: A) the date, your name, and the position and locations for which you are applying, B) address your sensitivity to and understanding of the diverse academic, social, economic, cultural, disability, and ethnic backgrounds of community college students, and C) provide the screening committee with an understanding of how you will contribute as a fully participating member of the VCCCD community.

3. Resume

4. Letters of recommendation (recommended, not required)

- If you choose to submit letters of recommendation, they should be uploaded with your application materials. We will not accept confidential letters of recommendation.

5. Complete official or unofficial college/university transcripts

- Transcripts must show the degree title and the date the degree was conferred, or the degree will not be considered for the purpose of determining if you meet minimum qualifications. **Copies of diplomas will not be accepted in lieu of transcripts.** If the qualifying degree has yet to be conferred and you expect to have the degree before you begin employment, you must submit transcripts that state the title of the degree you are working toward obtaining and indicate the anticipated completion date in your response to the associated supplemental question provided during the application process. **An official copy of your transcripts will be required upon being hired. Instructors will not be allowed to start working until official transcripts have been received.**

FOREIGN TRANSCRIPTS

If you have completed coursework at a foreign institution that is not recognized as accredited by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, you must include a full evaluation of the foreign transcript with your application materials if you wish for us to consider the coursework. Visit the [Council for Higher Education Accreditation \(CHEA\)](#) or the [U.S. Department of Education](#) to search for institutions that are recognized as accredited. If you need your transcripts evaluated, please review the [list of agencies approved for foreign transcript evaluation](#). If applicable, an official copy of your foreign transcript evaluation will also be required upon hire.

SELECTION PROCESS:

A screening committee will review and screen all applications and associated materials. The candidates deemed most qualified for the position will be invited to an interview. When completing the application and the supplemental questions, it is important to outline in detail your education, training (classes, seminars, workshops), and experience. You will be evaluated based upon the information provided.

ACCOMMODATIONS

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the Ventura County Community College District Human Resources Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

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Dean of Liberal Studies Supplemental Questionnaire

- * 1. Please describe your formal training, internship, or leadership experience reasonably related to the administrative assignment for which you are applying.

- * 2. *Board Policy 3506 COVID-19 Vaccine Requirement for Employees and Students* requires that all students and employees of the Ventura County Community College District, which includes faculty, staff, volunteers, student workers, and administrators, be fully vaccinated against COVID-19. All new employees must be fully vaccinated by the first day of employment. An exemption may be requested by individuals who cannot be vaccinated due to medical and/or religious reasons. Employees who receive an exemption will be required to wear a mask or face covering while on District property and/or facilities and will be required to undergo COVID-19 testing twice weekly.

Are you willing to accept and comply with this condition of employment?

- Yes. I am willing to accept and comply with this condition of employment.
- No. I am not willing to accept and comply with this condition of employment. I understand that by selecting this option, I will not be eligible for employment with the Ventura County Community College District.

- * Required Question