POSITION TITLE
Associate Dean of Academic Affairs (Contract Education) - Specially Funded Program (SFP)

EMPLOYMENT STATUS
Full-time Administrative

APPLICATION DEADLINE
October 23, 2009

DESCRIPTION OF POSITION
The Los Angeles Community College District announces an opening for a full-time Associate Dean of Contract Education at West Los Angeles College. The Associate Dean will be responsible for developing significant new grants, programs, and services on campus and online. The Associate Dean will provide leadership and support for the development, implementation, and offering of classroom-based and online fee-based credit and noncredit contract education programs. This position is funded by specially funded grants and is subject to continuous SFP funding.

Under the general supervision of the Vice President of Academic Affairs, the Associate Dean will be responsible for providing leadership and support at the College as a member of the College’s Revenue Enhancement Team that has the goal of increasing revenue. The successful applicant will identify and develop new revenue opportunities in close cooperation with the College-wide Academic Affairs' Revenue Enhancement Team, including the Dean of Grant Development, Dean of Career and Technical Education, and the faculty and staff of the entire college.

The Associate Dean will work in the College’s Academic Affairs Division and in coordination with the District’s Vice Chancellor of Workforce and Economic Development’s Career and Technical Education Collaborative with Los Angeles Harbor College, Los Angeles Southwest College, and West Los Angeles College.

This position has been identified as part of the College’s Academic Affairs Revenue Enhancement Initiative. It has been developed to respond to funding opportunities stemming from the Department of Education’s Title XIV State Fiscal Stabilization Fund and the American Recovery and Reinvestment Plan. It is specially funded and subject to continuous grant funding.

JOB RESPONSIBILITIES
- Develop and direct new contract education training programs for individuals, business, industry, and labor. Work with deans, division chairs, business, industry and labor to identify training needs and potential solutions and forge cooperative partnership agreements. Concentrate on developing short-term career technical education programs to train/retain workforces.
- Plan, develop, and direct complex lifelong learning programs and services for all ages, including fee-based contract education and noncredit programs. Assume programmatic responsibility for contract education, The Free College and Westside Emeritus. Direct all program activities, including assignment and supervision of staff, budget administration, personnel management, strategizing and planning, daily operations, class development, class scheduling, and pricing of class offerings.
- Work with deans and division chairs to convert low-enrollment credit programs into viable fee-based contract education certificate programs that will generate revenues independent of apportionment. Structure programs and classes, develop marketing effort, direct program implementation.
JOB RESPONSIBILITIES (con'td)

- Plan and direct West's Career Advancement Academy grant. Work with deans and division chairs to structure contextualized noncredit programs and classes that will prepare students for entering the workforce or continuing on in designated career pathways. Overseen scheduling of classes, assignment of instructors, student recruitment and registration, student advisement, staffing, state and district reporting, and all other necessary grant operational matters.

- Direct and implement Dale Carnegie Training contract education program. Work cooperatively with training providers and Fortune 500 companies to establish classes, enroll participants and process payment reimbursement. Negotiate and prepare contracts; oversee program budget and staffing.

- Develop and direct marketing and advertising efforts for Contract Education, including the design and creation of content for online registration website, printed class schedules and other marketing materials.

- Oversee development, implementation and marketing of online or other delivery methods for fee-based contract education programs.

- Align noncredit and fee-based program goals with the mission and goals for the college. Develop program review and unit plans, budget preparation and other reports as required.

- Attend and participate in relevant program-related meetings, activities and conferences at the local, regional, state, and national levels.

- Perform other related duties as assigned within the scope of this assignment, including some evening and weekend administrative coverage.

MINIMUM DEGREE QUALIFICATIONS

All degrees must be from U.S. Department of Education recognized accredited institutions.

- A Master's degree or the equivalent AND

- One year formal training, internship, or leadership experience reasonably related to this assignment.

- Eligibility is limited to full-time academic employees of the Los Angeles Community College District.

*Candidates who have earned degrees from foreign institutions are required to submit both official translations and evaluations of their transcripts that have been prepared by a certified U.S. credential review service in order for the application to be considered.

DESIRABLE QUALIFICATIONS

- Experience in grant writing and new program development and implementation at the community college level, especially training for the workforce. A record of successful new revenue development.

- A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, language, disability, and ethnic backgrounds of community college students.

- Demonstrated ability to effectively collaborate with faculty, staff and administration.

- Able to work independently, take initiative, and follow through.

- Ability to evaluate, prioritize, and implement multiple assignments in a timely manner.

- Ability to communicate effectively orally and in writing.

- Two years of management experience at the community college level or its equivalent. Ability to work in the community with business, labor, and community-based organizations.

- Work experience in business, labor, or private business.

SALARY AND BENEFITS: $106,682 - $128,866 annually

The selected candidate will be placed into the salary schedule after hiring based upon education, appropriate experience, and previous salary. Benefits include 15.5 paid holidays annually, 15-24 days paid vacation days annually depending on length of District service, medical/hospital, dental and vision care plans and a $50,000 group life insurance policy.

APPLICATION PROCEDURE:

For consideration in the selection process, all interested persons must submit a letter of intent and a resume outlining education and experience to:

Robert Sprague
Vice President, Academic Affairs
West Los Angeles College
9000 Overland Avenue
Culver City, CA 90230

Applications and related materials (e.g., reference letters, transcripts) submitted electronically or via fax will not be considered.

West Los Angeles College is an Equal Opportunity Employer