West Los Angeles College, founded in 1969, is part of the California Community College system. We are located in the hills of Culver City on 70 beautiful acres with views of Marina del Rey, West LA and Century City. The park-like setting and small class sizes give the campus a private school atmosphere.

DEGREE & CERTIFICATE PROGRAMS
West offers over 65 Associate degree and certificate programs. Offerings include university transfer courses and career training in high-paying occupations including dental hygiene, paralegal, nursing, aviation technology, computer science, real estate and more.

HERE TO HELP
West is committed to student success. We offer a variety of support services to help students reach their goals including educational counseling, a university transfer center, and financial aid. EOP&S, TRIO and CARE are just a few programs to help low income and non-traditional students reach their goals. The Disabled Student Programs and Services (DSPS) office offers assistance to students with learning and physical disabilities.

ACTIVITIES & ATHLETICS
In addition to an outstanding education, West students enjoy fun and enriching activities including cultural, social and academic clubs and student government as well as an active athletics programs with competitive teams for both men and women.

9000 Overland Avenue
Culver City, CA 90230
(310) 287-4500
www.wlac.edu
• Provide administrative leadership for the Accelerated College Transfer (ACT) program and develop additional transfer pathways and learning communities (FACE, UMOJA, ESL, Athletics, Learning Skills and others) to increase choices for students and to strengthen student success.

• Participate in long-term educational planning in consultation with other academic deans. Planning will bring in the entire spectrum of support services to students to enhance and improve student success.

• Supervise the instructional programs of the Counseling Division’s Personal Development courses, Library and Learning Resource Division, and Dance, Health, and Physical Education Divisions.

• Coordinate the production of the college catalog and the maintenance of web-based addenda.

• Serve on college and district committees (including the Student Support Services Committee, West and District Curriculum Committee, Foundational Skills Committee, West and District Student Success Committee, Staff Development Committee, and Resource Development Committee).

• Coordinate with the Dean of Research and Planning, the College Council’s Planning and Program Review Committees, and the Academic Senate to develop measures of institutional effectiveness and to work with all elements of West to implement measures and to identify student success outcomes.

• Other duties as assigned, including evening 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.

• Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college faculty, staff and students.

*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.

DESIRED QUALIFICATIONS

• Two years formal training, internship, or leadership experience reasonably related to this assignment.

• Experience with curriculum development.

• Experience with successful grant development, grant implementation, and grant management. Readiness to maintain continuous grant development.

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

• Ability to work independently and to take initiative.

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

• Ability to communicate effectively orally and in writing.
SALARY AND BENEFITS:  $108,873 - $139,762 annually
The selected candidate will be rated 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 relevant to this position. The application materials must be received in one packet in the office of Academic Affairs, no later than 4:00 pm on Friday, March 18, 2011. Application materials should be mailed to:

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

Application materials submitted electronically or via fax will not be considered.

West Los Angeles College is an Equal Opportunity Employer