Dean of Business, Behavioral & Social Sciences - MJC

Posting Details

Position Information

**Job Title**
Dean of Business, Behavioral & Social Sciences - MJC

Personnel Requisition Form

<table>
<thead>
<tr>
<th>Site</th>
<th>Modesto Junior College</th>
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<tbody>
<tr>
<td>Salary</td>
<td>$9,368 to $11,904 per month – Range 45 (2015-2016 Management Salary Schedule)</td>
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<tr>
<td>Range/Other</td>
<td>Salary placement is determined per the YCCD Leadership Team Handbook procedure.</td>
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**Benefits**
The District currently pays for a number of health options for the employee and dependents. Employees may elect to pay a premium for a higher health option. Vision care and dental insurance premiums for the employee and dependents is District paid. Income protection and life insurance premiums for the employee are also District paid.

Position Summary Information

**Scope of Assignment**

Definition:
Under general administrative direction, plans, directs, manages and oversees the administrative activities and operations of the division; supervises classified and non-classified personnel assigned to the division; oversees the preparation and conduct of divisional academic programs (day and evening), academic activities of the faculty, and all pertinent administrative and personnel actions; guides and participates in curriculum planning and evaluation, course and program promotion and evaluates requirements for instructional staff, facilities, supplies and equipment; makes recommendations to the Vice President about standards, policies, and procedures applicable to instructional services and performs other duties, as assigned.

Supervision Received and Exercised:
Receives general administrative direction from an assigned Vice-President or other assigned executive manager.

Provides direct supervision to numerous faculty, managers as well as other administrative support staff, as assigned.

**Minimum Qualifications**

Education and Experience:
Education: Possess a Master’s Degree AND one year of successful experience in academic field related to the administrative assignment.

Experience: Five (5) years teaching and/or administrative experience in higher education (community college experience desired); experience in supervising full-time or part-time professional faculty and/or staff, a plus.

Knowledge of:
• Principles of current issues involving community, economic development, curriculum
development and instructional technology related to academic discipline, behavioral and social science research trends.

- The diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students.
- Principles of current issues involving curriculum and instruction; all college services and programs; state and federal laws;
- Codes and regulations affecting instruction and instructional programs;
- Principles and techniques used in the administration of budget and planning.

Ability to:
- Learn, use, and implement new technologies as tools for learning, teaching, administering and generally improving the work area or scope of work;
- Communicate effectively with diverse constituencies, within and outside the District;
- Possess strong interpersonal communication skills, ability to motivate students and staff; deal with issues related to instruction and needs of students and staff;
- Plan, organize, direct, administer, review, and evaluate assigned programs and services;
- Exercise sound judgment in the performance of duties;
- High degree of professionalism and integrity;
- Ability to understand, motivate and deal with issues related to instruction and the needs of students and staff;
- Demonstrated commitment to community and campus activities.

Desirable Qualifications Example of Duties

- Plan, direct, manage and oversee the administrative activities and operations of the division;
- Supervise faculty and staff within the division, including but not limited to: supervise workload, provide in-service training, resolve conflicts
- Plan and develop teaching schedules and coordinate room assignments; supervise instructional programs in the day, summer, evening, and extension in collaboration with the Office of Instruction
- Plan and maintain budgetary control within the funds allocated directly for the instructional area; facilitate fund-raising and grant-writing activities
- Develop and facilitate staffing for programs including the recruiting, hiring, supervision, and evaluation of all faculty and classified staff; evaluate all faculty and staff in accordance with the contracts between the district and employee groups; chair all search committees.
- Call and preside over regularly scheduled division staff meeting and special meetings as needed; serve on regular and special committees as assigned by the Vice President of Instruction.
- Work with community and industry groups and advisory committees; serve as liaison between the college and the community; identify community education needs and communicate those needs to the Vice President for Instruction or other appropriate party.
- Compile and report information related to the division’s programs, including Program Review, the Educational Master Plan, and special projects.
- Participate in the articulation of programs with other colleges and high schools, student advising and registration.
- Represent division concerns and needs to the assigned Vice President; participate in the Instructional Administrators’ Council (IAC), serve on committees within and outside the district.
- Plan, organize, and implement strategies to meet enrollment goals.
- Provide leadership in facilities planning, development, maintenance and management.
- Participate in local, regional, and/or state professional leadership organizations.
- Develop and administer grants to support instruction and activities of the Division.
- Work with citizens advisory committees to maintain links between college programs and
employer/industry groups, as needed.
• Perform other related duties

**Licenses and Certificates**
Possession of valid California Motor Vehicle Operator’s License may be required.

**Desirable Professional Characteristics**
- Mobility: ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- Dexterity: fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.

**Physical and Mental Standards**
- Lifting: occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- Visual Requirements: close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- Hearing/Talking: ability to hear normal speech, speak and hear on the telephone, and speak in person.
- Emotional/Psychological Factors: ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments

Applications are accepted online only at:
https://www.yosemite.edu/recruitment/employmentopportunities/
Select Job Openings, Select Search Jobs, Select Job Title, Create an account and Apply to this job.

The District may hire more than one applicant with this applicant pool.

**Appointment Information:**
In accordance with Board Policy, official offers of employment will be made by Chancellor or designee. Final appointment is subject to confirmation by the Board of Trustees.

**Reference – Background Check:**
A background investigation of new employees is required; including reference checks and a fingerprint based criminal history background check. The cost for the criminal history background check will be the responsibility of the successful candidate.

Federal law requires the District employ only US citizens and aliens authorized to work in the United States. Written verification of employment eligibility is required.

YCCCD is an Equal Opportunity Employer

**Posting Detail Information**

- **Open Date** 05/10/2017
- **Close Date** 06/25/2017
- **Open Until Filled** No

**Posting Specific Questions**

Required fields are indicated with an asterisk (*).

1. * Are you a U.S. Citizen?  
   - Yes
2. * If you are not a U.S. citizen, are you legally authorized to work in the U.S.?
   ○ Yes
   ○ No
   ○ I am a U.S. citizen question does not apply

3. * Are any of your near relatives (child, parent, spouse or domestic partner, sibling, or in-laws or step-relatives in the relationships listed) currently employed by YCCD? Response of YES or NO is required in the area provided. NOTE: If yes, it is required that you provide the person or persons name/s and their position title in the area below as well.

   (Open Ended Question)

4. * Please tell us how you heard about this job announcement:
   ○ Job Fair
   ○ YCCD Recruitment Website
   ○ Website-Other
   ○ YCCD Email
   ○ Family/Friend
   ○ Newspaper

Applicant Documents

Required Documents

1. Resume / Curriculum Vitae
2. Cover Letter
3. Unoficial Transcript
4. List of Professional References

Optional Documents

1. Other

Guest User
There is no guest user set up for this posting.

Search Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Chair?</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Hamilton</td>
<td><a href="mailto:hamiltonj@mjc.edu">hamiltonj@mjc.edu</a></td>
<td>Yes</td>
<td>approved</td>
</tr>
<tr>
<td>Clorinda Otte</td>
<td><a href="mailto:ottec@yosemite.edu">ottec@yosemite.edu</a></td>
<td>No</td>
<td>approved</td>
</tr>
<tr>
<td>Tim McDaniel</td>
<td><a href="mailto:mcDanielt@yosemite.edu">mcDanielt@yosemite.edu</a></td>
<td>No</td>
<td>approved</td>
</tr>
<tr>
<td>Jill Stearns</td>
<td><a href="mailto:stearnsj@yosemite.edu">stearnsj@yosemite.edu</a></td>
<td>No</td>
<td>approved</td>
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Ranking Criteria