



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

Vice President of Academic Affairs

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| SALARY: | Not Displayed |
| OPENING DATE: | 11/12/21 |
| CLOSING DATE: | 01/16/22 11:59 PM |
| DESCRIPTION: | |

WHAT YOU'LL DO

Under the general direction of the President, the Vice President of Academic Affairs serves as the Chief Academic Officer of the college and is responsible for the overall design, organization, delivery, supervision, evaluation, and fiscal management of academic support services and programs of the college.

This recruitment is being conducted to fill a 12 month, 100% position, located at Moorpark College, beginning **summer 2022**.

WHERE YOU'LL WORK

Moorpark College, one of three colleges in the Ventura County Community College District, was founded in 1967. It serves approximately 15,000 students, and with a "students first" philosophy, empowers its diverse community of learners to complete their goals for academic transfer, basic skills, and career education. Moorpark College is one of the most beautiful community colleges in California. Set on 150 acres, the campus is nestled in the foothills on the southeastern flank of Ventura County, about 40 miles from UCLA, and approximately 75 miles from UC Santa Barbara. It is also a short drive from CSU Northridge, CSU Channel Islands, and California Lutheran University. Moorpark College has been recognized as an Aspen 150 College for the last two years. Known for transfer of students to public and private universities, Moorpark College has the highest number of Associate Degree for Transfers among California community colleges its size.

Moorpark College has the distinction of being recognized as a Champion of Higher Education by the Campaign for College Opportunity in each of the last five years. A Hispanic Serving Institution, it has an excellent reputation for preparing minority and economically disadvantaged students for university transfer and career success. Moorpark College's signature career/technical programs include nursing, radiation technology, biotechnology, and exotic animal training which incorporates the world-renowned America's Teaching Zoo. The college also offers a dynamic range of classes and programs in the visual and performing arts, and its pristine athletic fields and mild climate provide an excellent home for our student athletes. Moorpark College has received numerous grants including a \$2.9 million Department of Education Title V grant in 2020 for its Project STEM Impacto, which develops student cohorts in biology, biotechnology, and computer network systems engineering. Moorpark College student outcomes demonstrate that education inspires and transforms communities. More information can be found on the Moorpark College website.

WHO WE ARE

The Ventura County Community College District (VCCCD) is a public community college district

serving residents throughout Ventura County. 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 promotes academic excellence and creates an inclusive educational and work environment for its employees, contractors, students, 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, VCCCD is committed to recruiting and employing a diverse and qualified group of administrators, faculty, and staff members who are dedicated to the success of all college students.

The Ventura County Community College District seeks candidates who are best prepared to meet the needs, interests, and goals of the diverse students it serves and assures 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:

Provides leadership and vision to strengthen and implement a variety of new and existing career, technical, occupational and transfer programs leading to certificates and associate degrees. **E**

Supervises the publication of the college's schedules of classes, catalog, and instructional information content of the college website. **E**

Plans and directs effective instructional programming including room utilization, instructor load, and student enrollment and retention. **E**

Assists in the development and implementation of the college's operational plan and budget based on program need, priorities, and enrollment targets. **E**

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

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

Direct and implement sound fiscal planning in the development and management of the

instructional budget; supervise the preparation and submission of the instructional budget and, upon approval, assume overall responsibility for timely and accurate implementation. **E**

Develop and implement externally funded initiatives, plan resource allocations for facilities, equipment, and technologies that support instructional programs. **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 courses, curriculum, and programs comply with applicable laws, other federal, state, and local requirements, district rules and regulations, Education Code, accreditation standards, and collective bargaining agreements in collaboration with the staff to ensure that proper course articulation is maintained with other institutions of higher education. **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. **E**

Provide leadership in the implementation of campus committees; establish and maintain liaisons with business and community representatives as participants in the planning, development and modifications of curriculum and programs. **E**

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

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

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

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

Serve as the Acting President as directed in the absence of the President. **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

\$133,544.96 - \$178,971.00

With a doctorate add \$5,740.20 a year

STARTING SALARY

Dependent on education and experience

Fringe benefits include family medical, dental, life, and vision insurance plans. The work year is 12 calendar months, including 20 vacation days per year, two floating holidays, and an additional three days off during the winter break.

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.**

The following must be submitted for your application to be considered:

A.) 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.

B.) A letter of application, no more than five pages, that includes the date, applicant's name, and the position for which the applicant wishes to be considered. In the letter, the applicant must demonstrate how s/he meets the minimum qualifications for the assignment. The letter should also describe the applicant's understanding of and sensitivity to the diverse academic, social, economic, cultural, ethnic and disability backgrounds of community college students. Finally, the letter should give the committee a clear understanding of how s/he will contribute, as a fully participating member of the Ventura County Community College District, in leading the college toward achieving its mission.

C.) A current resume summarizing educational and administrative background and experience.

D.) Official or unofficial copies of college/university transcripts demonstrating attainment of minimum qualifications. 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. Diplomas will not be accepted in lieu of transcripts. An official copy of your transcripts will be required upon being hired.

E.) Letters of recommendation (Optional; if you choose to submit letters of recommendation, they should be uploaded with your application materials.)

In the event that multiple applications are received from a candidate, the District will only give consideration to the first application that was submitted.

NOTE: 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. Those candidates deemed by the committee to be 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

Applicants with disabilities requiring reasonable accommodation during the selection process must inform the Ventura County Community College's Human Resources Department, in writing of this need no later than the date required for initial consideration. The request should include a description of the type and extent of the accommodation requested. Please send requests to Andrea Ingley, Director of Employment Services/Personnel Commission, at aingley@vcccd.edu.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.vcccd.edu>

Position #2021-02235
VICE PRESIDENT OF ACADEMIC AFFAIRS
KB

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Camarillo, CA 93010
805 652 5500

hmail@vcccd.edu

Vice President of Academic Affairs Supplemental Questionnaire

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

- * 2. The Ventura County Community College District actively supports the challenge of increasing diversity, equity, and inclusion and promoting social justice. What will you do, as Vice President of Academic Affairs at Moorpark College to respond to that challenge? How will you know your efforts are successful? *If you need more space, please respond on a Word document and upload it as an attachment to your application.

* Required Question