

Assistant Dean of Diversity, Equity, and Inclusion

Ventura County Community College District

Salary: \$104,076.00 - \$139,452.00 Annually

Job Type: Academic Management

Job Number: 2022-02712b

Location: Moorpark College (Moorpark CA), CA

Department: MC - President

Closing: 10/29/2023 11:59 PM Pacific

Description

WHAT YOU'LL DO

Under the direction of the College President, the Assistant Dean of Diversity, Equity, and Inclusion (DEI) guides the college's efforts in conceptualizing, defining, assessing, nurturing, and cultivating diversity as an institutional and educational resource.

This recruitment is being conducted to fill a 12 month, 100% position located at Moorpark College beginning in the Spring 2024 semester.

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. 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 was a 2023 Aspen Prize Finalist and ranked Fourth in the nation by the Aspen College Excellence Program. Known for transfer of students to public and private universities, Moorpark College has had the highest number of Associate Degree for Transfers among California community colleges its size.

Through the integration of innovative instruction and customized student support, our programs are designed to achieve equitable outcomes. Moorpark College has the distinction of being recognized as a Champion of Higher Education by the Campaign for College Opportunity. 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 <http://www.moorparkcollege.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. For the VCCCD, equity-mindedness refers to the perspective or mode of thinking exhibited by practitioners who call attention to patterns of inequity in student outcomes.

The Ventura County Community College District does not engage in any employment practice that discriminates against any employee or applicant for employment on the basis 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.

Representative Duties

In consultation with the college administration, faculty, staff, and students, execute and advance a strategic DEI plan to enhance the recruitment, retention, and advancement of students, faculty, and staff from historically underrepresented groups. **E**

Utilize best practices, provide guidance, and serve as a resource to administrators, department chairs, and search committees on the implementation of effective strategies and initiatives to increase the diversity of faculty and senior leadership at the college. **E**

Collaborate with the faculty, staff, students, and other stakeholders to cultivate a learning and workplace climate that embraces and sustains equity, diversity, and inclusion. **E**

Participate in the identification and implementation of curricular, course enhancement, and extra-curricular initiatives that expand support for diverse learning environments and are culturally responsive. **E**

Collaborate with and provide training to various departments to design and implement culturally relevant pedagogy, practices, and learning environments. **E**

Provide strategic direction for training initiatives on cultural competency, gender differences, disability, building a climate of equity and inclusion, and other topics designed to increase awareness and support of equity and inclusion values. **E**

Identify, develop, and implement assessment methodologies to evaluate the outcomes of strategic goals, objectives, program policies, and special initiatives in the areas of diversity, equity, and inclusion. **E**

Coordinate the establishment and implementation of DEI advisory committees; establish and maintain liaisons with business and community representatives as participants in the planning, development and modification of DEI programs and initiatives. **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; plan resource allocations for facilities, equipment and technologies that support instructional programs in the division. **E**

Develop and implement externally funded initiatives; collaborate with other deans and directors to research and identify grant opportunities; write and submit grant proposals and applications. **E**

Coordinate and prepare timely and accurate 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.

Perform other duties as assigned.

E = Essential Duties

Minimum Qualifications

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

Supplemental Information

SALARY RANGE:

\$8,672.58 through \$11,621.50/month

With a doctorate add \$6,447.53/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 <https://www.chea.org/state-licensed-or-authorized-institutions> or the <https://ope.ed.gov/dapip/#/home> to search for institutions that are recognized as accredited. If you need your transcripts evaluated, please review the https://www.vcccd.edu/sites/default/files/media/pdf_document/2020/AGENCIES%20APPROVED%20FOR%20FOREIGN%20TRANSCRIPT%20EVALUATION.pdf <https://get.adobe.com/reader/>. 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.

To apply, please visit <https://apptrkr.com/4641857>

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