

Interim Director, Student Services - San Elijo Campus (Temporary/Hourly)

Posting Details

Before applying, be sure to read the “Application Procedure” section below.
Posting Summary

Job Title	Interim Director, Student Services - San Elijo Campus (Temporary/Hourly)
Type of Assignment	Administrator/Executive
Assignment Category	Temporary Assignment
Position Details	<p>One interim (temporary/hourly), full-time assignment, 40 hours per week, for at least 12 months (and no more than two years), on the San Elijo campus. Ideally, the person selected will start before the beginning of the Fall semester in August. The work schedule will be Monday through Friday, 8:00 am – 4:30 pm. The person selected for this assignment will be eligible to apply for the permanent Director, Student Services – San Elijo Campus position when the district recruits to fill it. The person selected for this assignment will be subject to assignment to any district facility during any hours of operation.</p> <p>IMPORTANT: MiraCosta College requires that all employees be fully vaccinated against COVID-19 in order to promote a safe and healthful workplace for employees and to promote the health and safety of our campus community. Unvaccinated employees are at greater risk of contracting and spreading COVID-19 within the workplace and to the college community that depends on college programs and services. As of August 23, 2021, all employees must submit proof of vaccination or request and receive approval for a medical or religious exemption prior to their start date. For more information, please visit https://www.miracosta.edu/covid/covid-vaccination-requirements.html.</p>
Salary Range	CM-8
Compensation	<p>Starting at \$51.28 per hour (range CM-8, step 1) based on the 2022-23 Classified Administrator Salary Schedule.</p> <p>Employees must make arrangements for the direct deposit of paychecks into the financial institution of their choice, via electronic fund transfer.</p>
Benefits	Short-term, temporary employees may be eligible for Healthy Families Sick Leave, and enrollment in a retirement system.
Position Term in Months	12 - 24
Application Procedure	<p>In order to be considered for this position, you must submit the following documents directly in the online system and finish applying and receive a confirmation number. Applications submitted by 11:59 PM on Wednesday, July 6, 2022 will receive first consideration. Applications will continue to be accepted until the assignment is filled.</p> <p>1. Application on which you list all relevant experience.</p> <p>2. A current resume or curriculum vitae summarizing your educational background and experience.</p> <p>3. A cover letter addressed to the “Screening and Interview Committee” describing how your experience aligns with the desirable qualifications, essential duties, and other duties in the job posting. Please also describe how your professional values and approach align with the district’s Commitment and Institutional Values, which are both available at https://miracosta.edu/mission</p> <p>4. Transcripts of college coursework which provide evidence of meeting the minimum qualifications as stated in this job posting. Unofficial or legible photocopies are acceptable. If a degree(s) was earned, the transcripts must state that the degree was awarded. Any degree/coursework used to satisfy the minimum qualifications must be from a postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation.</p> <p>If your degree(s) is from a college or university outside of the United States, you must submit a detailed evaluation from a professional evaluation agency. To view a list of agencies approved by the California Commission on Teacher Credentialing, go to https://www.ctc.ca.gov/docs/default-source/leaflets/cl635.pdf?sfvrsn=6. Transcripts or translations in English still require the evaluation to show the U.S. equivalence of your degree.</p> <p>The screening and interview committee will review application materials for up to three to four weeks following the closing/first screening date. Applicants selected for interview will be contacted by phone; those not selected for interview will be notified by e-mail once interview candidates have been scheduled.</p> <p>Offer of employment to the person selected for this position is contingent upon 1) proof of being fully vaccinated* for COVID-19 or requesting and receiving approval for a medical or religious exemption; 2) successful completion of a pre-placement physical exam at district expense; 3) submission of a current tuberculosis test clearance; 4) proof of eligibility to work in the United States; 5) fingerprint clearance; and 6) approval by the Board of Trustees.</p> <p>*Individuals are considered fully vaccinated against COVID-19 two weeks or more after they have received the second dose in a 2-dose series (e.g. Pfizer-BioNTech or Moderna), or two weeks or more after they have received a single-dose vaccine (e.g., Johnson and Johnson [J&J/Janssen]).</p> <p>Retired STRS members are not eligible for this position.</p>
Basic Function	<p>Under general supervision, the Director of Student Services, San Elijo serves as the San Elijo campus alternate site administrator; oversees co-curricular student support services; serves as a deputy Title IX Coordinator, Student Conduct Administrator, and CARE team lead at the San Elijo campus with oversight of the campus food pantry; oversees the San Elijo Student Center operations; serves as liaison for all student services operations in assigned area; responds to the day-to-day needs of students and serves as primary point-of-contact for student services departments; supervises a team of professional employees and student employees; provides leadership development training; oversees the coordination of co-curricular programming for student organizations, student government, and the general student population; administers student conduct; facilitates the student grievance and complaint processes; develops and monitors department budgets; co-advises the Associated Student Government (ASG); oversees the ASG budgets; participates and/or leads ad hoc committees to support students in other campus-wide events and activities; and leads the department toward utilizing trauma-informed and anti-racist practices when interacting with students and other employees.</p>
Distinguishing Characteristics	
Essential Duties & Responsibilities	<p><i>The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.</i></p> <p>1. Provide direction for student services departments; proactively assess and advocate for student support services; communicate college activities, policies, and administrative decisions to students, faculty, staff, and community members; refer students to community organizations and social service agencies for assistance as appropriate.</p>

	<p>2. Serve as a student conduct administrator, utilizing the Standards of Student Conduct and facilitating the student grievance and complaint process, in collaboration with the area dean.</p> <p>3. Serve as a Deputy Title IX Coordinator for the district to support students impacted by sexual harassment, sexual assault, dating violence, domestic violence, and stalking.</p> <p>4. Facilitate conflict resolution for faculty, staff, students, and the community.</p> <p>5. Conduct all onboarding activities including new student orientations.</p> <p>6. Identify, develop, and implement studies and analyses of student services which are consistent with the mission of the College and which meet the evolving needs of the community and its students.</p> <p>7. Develop and provide in-service programs and activities to promote learning, awareness, communication and personal and professional growth.</p> <p>8. Contribute to the development of and monitor performance against the annual department budget; supervise and participate in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.</p> <p>9. Administer policies and procedures related to student services.</p> <p>10. Coordinate and provide workshops for students, faculty, staff, and community members.</p> <p>11. Assist in selection, training and supervision of staff and student workers.</p> <p>12. In cooperation with the campus dean, provide leadership in marketing and student recruitment activities; represent the college in community groups, educational organizations, and other professional organizations; act on behalf of the campus dean in his/her absence as it relates to site administration duties.</p> <p>As assigned to the San Elijo Campus (SEC):</p> <p>13. Responsible for overseeing student life and administering outreach and recruitment events; manage the operational activities of the student center; provide student leadership development training, student government advising, and student organization coordination; advise, train, counsel, and supervise a diverse group of student leaders; advise and guide faculty and staff advisors of recognized student organizations; advise students in the development, review, and enforcement of Associated Students documents, including policies and procedures.</p>
Other Duties	<p>1. Serve as Planning Coordinator and/or Alternate Incident Commander for the area Emergency Response Team.</p> <p>2. Administer and implement co-curricular events for students, community, faculty and staff.</p> <p>3. Facilitate student involvement in the development and implementation of program policies, procedures, and program evaluations.</p> <p>4. Perform other duties as assigned.</p>
Knowledge of	<p>1. Applicable federal, state and local laws, rules and regulations, including California State Education Code and Administrative Code provisions related to community college admissions, registration, attendance accounting and recordkeeping.</p> <p>2. Community college curriculum, organization, operations, policies and objectives.</p> <p>3. Research methods and analysis techniques.</p> <p>4. Principles and practices of effective management, training and supervision.</p> <p>5. Basic principles and practices of organization and culture change.</p> <p>6. Computer processing applications as they apply to student services programs.</p> <p>7. District organization, operations, policies and objectives.</p> <p>8. Budget preparation and control.</p> <p>9. Modern office practices, procedures and equipment.</p> <p>10. Principles and practices of sound business communication.</p> <p>11. Oral and written communication skills including correct English usage, grammar, spelling, punctuation and vocabulary.</p> <p>12. Business math.</p> <p>13. Statistics and report writing.</p> <p>14. Interpersonal skills using tact, patience and courtesy.</p> <p>15. District human resources policies and labor contract provisions.</p> <p>16. Safety policies and safe work practices applicable to the work.</p>
Ability to	<p>1. Plan, organize, manage, assign, delegate, review and evaluate the work of staff engaged in student services work processes.</p> <p>2. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.</p> <p>3. Analyze and make sound recommendations on complex admissions and records issues.</p> <p>4. Work collaboratively with other directors and managers and provide expert advice and counsel to develop solutions to complex issues.</p> <p>5. Organize, set priorities and exercise expert, independent judgment within areas of responsibility.</p> <p>6. Develop and implement appropriate procedures and controls.</p> <p>7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.</p> <p>8. Communicate effectively, both orally and in writing.</p> <p>9. Understand, interpret, explain and apply applicable laws, codes and ordinances.</p> <p>10. Establish and maintain effective working relationships with all those encountered in the course of work.</p>

	11. Represent the district effectively in dealings with external stakeholders. 12. Present proposals and recommendations clearly, logically and persuasively. 13. Develop and monitor a budget. 14. Operate a computer and standard business software. 15. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people. 16. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
Education & Experience	<p>To be eligible for this position, you must meet and provide evidence of the following minimum qualifications:</p> <p>Education and experience equivalent to a bachelor's degree from an accredited college and three (3) years of formal training, internship or leadership experience reasonably related to the duties and responsibilities of the position; Master's degree preferred.</p> <p><i>NOTE: For work experience, one "year" is defined as equivalent to 40 hours per week for 12 months, or at least 2,080 hours.</i></p>
Desirable Qualifications	Bilingual (English/Spanish)
Licenses & Other Requirements	A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.
Physical Effort	Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to various locations on and off campus as needed to conduct district business.
Emotional Effort	Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.
Working Conditions	Primarily business office environment; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or weekends on an as-needed basis. Occasional local travel may be requested.

Posting Detail Information

Posting Number	S_21/22_060_P
Human Resources Contact Information	jobs@miracosta.edu or 760.795.6854
Job Close Date	
Open Until Filled	Yes
First Screening Date	Applications received by the first screening date, Wednesday, July 6, 2022 will be given first consideration. Applications will continue to be accepted until the assignment is filled.
Direct Link to Posting	https://jobs.miracosta.edu/postings/3048

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Are you legally authorized to work in the United States?

- No
- Yes

2. * MiraCosta College is an Equal Opportunity Employer with a commitment to diversity. We strive to be a model for equity and inclusion, effectively supporting students and employees from diverse socioeconomic and cultural backgrounds who possess a range of abilities, academic preparation, and life experiences. Describe your qualifications and experiences that have prepared you to effectively interact with people who may have a different background than yours (e.g., racial, ethnic, cultural, religious, gender, sexual orientation, socioeconomic, disability, etc.).
(Open Ended Question)

Documents Needed to Apply

Required Documents

- Cover Letter
- Resume/Curriculum Vitae
- Transcript 1

Optional Documents

- Transcript 2
- Transcript 3
- Formal Agency Evaluation - Non-U.S. Transcripts