

Community College Job Resources



CCC Registry

The California Community Colleges Registry is a large-scale database containing the names, qualifications and desired position(s) of potential California Community College faculty, support staff and management job applicants. The database is utilized by the 72 Human Resources offices, representing the 112 California Community Colleges. This web site provides a number of services for individuals seeking employment as a faculty, support staff or administrator at a California Community College.

<https://www.cccregistry.org/jobs/index.aspx>



Jobs at Smart Places
Higher Education Recruitment Consortium

Higher Education Recruitment Consortium (HERC)

HERC offers the largest database of higher education and related jobs in the world. We are a non-profit consortium of over 600 colleges, universities, hospitals, research labs, government agencies, and related non- and for-profit organizations. Consortium member institutions share a commitment to hiring the most diverse and talented faculty, staff, and executives. Hiring decisions often involve two careers. HERC provides jobseekers with the most job opportunities and unsurpassed search technology, enabling dual-career couples to find the right jobs within a commutable distance of one another.

Regional HERCs - The Place to Focus Your Job Search

HERCs are organized by geographic region. If you want to focus on jobs in a specific region and explore information about that area, visit a regional HERC site.

<http://www.hercjobs.org/>



HERC Higher Ed Careers SmartBrief

<https://www.smartbrief.com/getLast.action?mode=sample&b=herc>



American Association of Community Colleges

This is a national website for community college employment. The Job Bank features an interactive resume builder where prospective employees can create resumes and apply online. If you apply online your application is routed to the employer.

<http://www.aacc.nche.edu/Resources/Careers/Pages/default.aspx>

HigherEdJobs is the leading source for jobs and career information in academia. During 2014, more than 5,340 colleges and universities posted over 159,410 faculty, administrative and executive job postings to the company's web site. One of the keys to HigherEdJobs is their focus, not just on higher education but also on job and career information.



<https://www.higheredjobs.com/company/about.cfm>



Founded in 2009, **CommunityCollegeJobs.com** is recognized throughout academia as the #1 website for finding jobs and careers at community colleges. In 2014, 742 colleges in all 50 states advertised 12,876 jobs on CommunityCollegeJobs.com.

According to CCJobs they are the most authoritative source for finding community college employment. More than 200,000 professionals have signed up and created MyCCJobs accounts to find jobs and to easily manage their job searches on their website.

<http://www.communitycollegejobs.com/>

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DIRECTOR, CAMPUS LIFE**DEPARTMENT:** Student Affairs and Activities**COLLEGE:** Foothill**SALARY GRADE:** A2/A3 Level G**POSITION PURPOSE:**

Under the direction of the Dean, Student Affairs & Activities, direct the Campus Life program including the development of social, cultural, recreational, and governance programs that expand involvement within the campus community and promote exposure to various cultures, experiences, ideas, issues, and life styles; and to serve as the advisor for the Associated Students of Foothill College, (ASFC) and work closely with faculty advisors and clubs. The position includes responsibility for leadership development training, activity programming; student organization coordination; coordination of commencement and new student orientation sessions.

NATURE and SCOPE:

This position plays a leadership role in developing a comprehensive student activities program and supervising the Associated Students of Foothill College. Additionally, the Director, Campus Life coordinates and implements the new student and parent's orientations; plans and produces the annual commencement exercises and develops and monitors departmental and student government budgets.

The director is also responsible to implement an extensive leadership program for the Associated Students to prepare and support them in their shared governance roles at the college.

KEY DUTIES and RESPONSIBILITIES:

1. Develop and direct the campus Student Activities program.
2. Develop and conduct studies and analyses to identify needs for new programs and services and evaluate the effectiveness of current programs. Propose and implement new programs and program changes.
3. Develop and monitor department budgets; manage student group budgets; ensure expenditures fall within State Education Code requirements; authorize expenditures.
4. Supervise Student Activities Specialist.
5. Advise, train and supervise a diverse group of student leaders; authorize and supervise student travel.
6. Authorize contracts with performers, travel groups and other vendors.
7. Advise and supervise the development, review and enforcement of Associated Students documents, including the constitution, election code and policies and procedures.
8. Develop, coordinate and facilitate personal and leadership development workshops and retreats for student leaders and members of recognized student organizations.
9. Plan and produce annual commencement exercises; serve as chairperson for campus commencement committee.
10. Develop, review and update student organization advisor and student handbooks.
11. Advise, supervise and guide faculty and staff advisors of recognized student organizations.
12. Refer students to community organizations and social service agencies for assistance as appropriate.
13. Prepare statistical records and reports related to assigned student services areas; gather and analyze program data; make recommendations and implement approved changes.
14. Attend meetings, workshops and conferences; represent the campus and promote college enrollment.
15. Select, train and supervise student staff and student workers.
16. Perform related duties as assigned.

EMPLOYMENT STANDARDS**Knowledge:**

- Direction and goals of a community college student activities and leadership program.
- Policy and procedure development.
- Motivational strategies, interpersonal conflict intervention and resolution and goal setting.
- Laws, policies, and procedures relating to student travel, supervision and funding authorization.
- Needs and interests of culturally diverse groups of student leaders and organizations.
- Interviewing techniques.
- Methods and practices of recordkeeping and report preparation.
- Principles of training and providing work direction to others.

- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Applicable sections of State Education Code and other applicable laws.
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Budget preparation and control.
- Methods and techniques of developing and implementing student programs, services and activities
- Regulations, principles, and practices of effective student government and student activities
- Methods and techniques of leadership, management, organization and supervision
- Methods and techniques of negotiation, mediation, and conflict resolution.
- Principles and practices of budget preparation and administration
- Event planning
- Computers and software applications that support student services functions
- Applicable state and federal laws and District policies, procedures, and current educational and student support services

Skills and Abilities:

- Manage a collegiate student activity program in an effective, competent and economical manner; direct the activities of and provide leadership for assigned program and services
- Develop and monitor an operational budget
- Plan, implement, coordinate and evaluate program activities; continuously review services and implement modifications as needed
- Collaborate with other administrators, college staff, community and professional groups, and all segments of the student body.
- Represent the college in meetings with community groups and committees and maintain effective contact with representatives of business, industry and government
- Manage and effectively resolve issues, complaints and conflicts
- Make presentations to a variety of constituency groups
- Coordinate multiple project activities and tasks
- Communicate effectively, orally and in writing
- Compile and analyze data and prepare reports
- Work a flexible schedule including evenings and weekends
- Work with the diverse academic, socioeconomic, cultural, linguistic, and ethnic backgrounds, and abilities of students and staff
- Sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, linguistic, and ethnic backgrounds, and abilities of community college students, staff and the general public

Education and Experience:

1. Master's degree in education, psychology, business administration, guidance counseling, sociology, or reasonably related field;
2. One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

Preferred Qualifications:

1. Two years supervisory experience working in an educational setting
2. Previous supervisory and budgetary experience.

WORKING CONDITIONS:

Environment:

1. Typical office environment.
2. Subject to travel to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Foothill College

Dean of Counseling

Job #

Closing Date: March 3, 2015

The Foothill-De Anza Community College District is currently accepting applications for the management position of Dean of Counseling at Foothill College.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of and reporting to the Associate Vice President of Student Services, the Dean of Counseling is primarily responsible for the leadership, management and supervision of the Counseling Division, the Assessment Center, Transfer program, Pass the Torch and Puente. The Dean must have a vision for the Counseling Division that complements the college's mission, Institutional Core Competencies (ICCs) and student success and completion. The Dean is charged with managing the core counseling functions: academic, career, and personal counseling, college governance participation, program review/SLSAOs, research best practices, training and professional development and other duties as assigned.

The Dean is responsible for implementing and maintaining Student Support and Success Program (3SP) components being provided by areas under their supervision including assessment, counseling, education planning and early alert. This position manages, evaluates and coordinates the service areas within Counseling Services as well as the Assessment Center, Transfer program, Pass the Torch and Puente, in accordance with legal requirements, District policies and sound educational principles and practices. The dean will supervise, coordinate, and evaluate a diverse staff of faculty and classified employees; review programs and services to ensure that they are consistent with the College's goals and to ensure diverse ethnic, cultural and gender perspectives are included. Assist in preparing catalog material, class schedules and other program information as needed. Participate in the development and implementation of policies and procedures. Coordinate the Counseling Center services and activities. Collaborate with other administrators, supervisors, and instructional faculty to develop and coordinate programs and services across the campus and curriculum to meet the needs of a diverse student population. Oversee the counseling and advising of all students. Develop and oversee operations, systems and details including work schedules, staff assignments, coordination of day and evening services and schedule of counseling related classes. Administer annual budget. Participate in college-wide and student services planning initiatives and activities. Cultivate relationships with local high school districts, regional occupational programs, adult education and other relevant community agencies.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Master's degree from an accredited university or college.
3. One year of administrative experience, formal training, internship or leadership in any related field.

PREFERRED QUALIFICATIONS:

1. Progressively responsible administrative experience in a college or university environment.
2. Meet minimum qualifications for the counseling discipline.
3. Demonstrated success as a college counselor or faculty member.
4. Demonstrated ability to provide administrative leadership in a college culture that values consultation.
5. Demonstrated ability to develop creative and innovative solutions.
6. Knowledge of student services and academic programs and strategies to promote retention and student success.
7. Knowledge of budget development, personnel selection and program evaluation.
8. Knowledge of curriculum development.
9. Understanding of assessment tools and placement testing standards.
10. Knowledge of DegreeWorks or other online student educational planning tools.
11. Knowledge of and experience with early alert programs.
12. Understanding of, and ability to implement student equity programs and services.
13. Ability to use a computer and software such as MS Office, Banner student information system, scheduling software and other technological communication tools.

In addition, successful candidates will demonstrate the following knowledge and abilities:

1. Ability to communicate effectively both orally and in writing, including complex proposals and presentations.
2. Ability to supervise and/or manage a complex student services program serving a diverse student population.
3. Ability to lead, advocate and network in the interest of the students and the College mission.
4. Ability to demonstrate strong supervisory skills.
5. Knowledge of budget management.

6. Knowledge of legal and ethical standards of the counseling profession in the community college setting.
7. Knowledge of the California Education Code and Title 5.
8. Knowledge of the Student Success & Support Program.
9. Knowledge of accreditation requirements.

APPLICATION PACKET:

1. A District application to be completed at <http://www.fhdajobs.net> *
2. A cover letter detailing your qualifications, skills and abilities as they relate to the position.
3. A current resume of all work experience, formal education and training.
4. All college transcripts scanned into Word or PDF format.

We do not accept JPEG or other file formats for transcripts. All Foothill De Anza CCD employees and external candidates must submit transcripts.

If any required application materials are omitted your application materials will not be considered.

Application materials not required for this position will not be accepted.

Starting Salary Range: \$112,342.68- \$123,854.16
Full Salary Range: \$112,342.68- \$143,520.84

Annual salary plus benefits; and is based on applicant's verified education and experience.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long-term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes medical for employees and dependents, visit our web site:
<http://hr.fhda.edu/benefits>

TERMS OF EMPLOYMENT: Full-time, permanent.

STARTING DATE: July-August 2015

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant

to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

For more information about our application process contact:
 Employment Services
 Foothill-De Anza Community College District
 12345 El Monte Road
 Los Altos Hills, California 94022
 (650) 949-6217
 Email: employment@fhda.edu
<http://www.fhda.edu>

***This position will become Open Until Filled after the initial Closing Date. Any complete applications received while the position is Open Until Filled will be reviewed by the hiring committee only upon committee request.**

FOOTHILL - DE ANZA COMMUNITY COLLEGE DISTRICT
 ADMINISTRATIVE SALARY SCHEDULE
 2013-2014

Eff.	Date	Sched	Grade	Step	Annual			Annual			Annual			Annual		
					Monthly	Hourly	Step	Monthly	Hourly	Step	Monthly	Hourly	Step	Monthly	Hourly	Step
					Hourly	Hourly	Step	Hourly	Hourly	Step	Hourly	Hourly	Step	Hourly	Hourly	Step
7/1/13	A2/A3	P (58)	1	\$147,759.07	\$155,141.87	3	\$162,896.86	\$171,042.97	5	\$176,171.70	\$181,442.26	7	\$186,885.50	\$188,754.46		
			2	\$12,313.26	\$12,928.49	3	\$13,574.74	\$14,253.58	5	\$14,680.96	\$15,120.19	7	\$15,573.79	\$15,729.54		
			3	\$70.77	\$74.30	3	\$78.02	\$81.92	5	\$84.37	\$86.90	7	\$89.50	\$90.40		
7/1/13	A2/A3	O (59)	1	\$141,396.27	\$148,461.06	3	\$155,882.11	\$163,677.47	5	\$168,585.38	\$173,628.97	7	\$178,837.83	\$180,626.29		
			2	\$11,783.02	\$12,371.76	3	\$12,990.18	\$13,639.79	5	\$14,048.78	\$14,469.08	7	\$14,903.15	\$15,052.19		
			3	\$67.72	\$71.10	3	\$74.66	\$78.39	5	\$80.74	\$83.16	7	\$85.65	\$86.51		
7/1/13	A2/A3	N (60)	1	\$135,307.46	\$142,067.97	3	\$149,169.47	\$156,629.11	5	\$161,325.76	\$166,152.12	7	\$171,136.73	\$172,848.07		
			2	\$11,275.62	\$11,839.00	3	\$12,430.79	\$13,052.43	5	\$13,443.81	\$13,846.01	7	\$14,261.39	\$14,404.01		
			3	\$64.80	\$68.04	3	\$71.44	\$75.01	5	\$77.26	\$79.57	7	\$81.96	\$82.78		
7/1/13	A2/A3	M (61)	1	\$129,473.06	\$135,941.44	3	\$142,734.40	\$149,868.48	5	\$154,353.85	\$158,985.33	7	\$163,754.98	\$165,392.47		
			2	\$10,789.42	\$11,328.45	3	\$11,894.53	\$12,489.04	5	\$12,862.82	\$13,248.78	7	\$13,646.25	\$13,782.71		
			3	\$62.01	\$65.11	3	\$68.36	\$71.78	5	\$73.92	\$76.14	7	\$78.43	\$79.21		
7/1/13	A2/A3	L (62)	1	\$124,402.96	\$130,610.57	3	\$137,127.57	\$143,985.58	5	\$148,292.24	\$152,728.61	7	\$157,310.49	\$158,883.55		
			2	\$10,366.91	\$10,884.21	3	\$11,427.30	\$11,998.80	5	\$12,357.69	\$12,727.38	7	\$13,109.21	\$13,240.30		
			3	\$59.58	\$62.55	3	\$65.67	\$68.96	5	\$71.02	\$73.15	7	\$75.34	\$76.09		
7/1/13	A2/A3	K (63)	1	\$120,080.13	\$126,076.58	3	\$132,382.42	\$138,996.56	5	\$143,156.48	\$147,463.51	7	\$151,887.39	\$153,406.19		
			2	\$9,555.68	\$10,006.68	3	\$10,506.38	\$11,031.87	5	\$11,583.05	\$12,288.63	7	\$12,657.28	\$12,783.85		
			3	\$57.51	\$60.38	3	\$63.40	\$66.57	5	\$68.56	\$70.62	7	\$72.74	\$73.47		
7/1/13	A2/A3	J (64)	1	\$114,668.17	\$120,405.20	3	\$126,417.94	\$132,739.83	5	\$136,721.42	\$140,816.79	7	\$145,041.39	\$146,491.72		
			2	\$9,107.45	\$9,555.68	3	\$10,033.77	\$10,534.83	5	\$11,061.65	\$11,393.45	7	\$11,734.73	\$12,207.64		
			3	\$54.92	\$57.67	3	\$60.54	\$63.57	5	\$65.48	\$67.44	7	\$69.46	\$70.16		
7/1/13	A2/A3	I (65)	1	\$104,088.74	\$109,289.41	3	\$114,749.75	\$120,486.29	5	\$124,094.17	\$127,815.73	7	\$131,650.21	\$132,966.79		
			2	\$8,674.06	\$9,107.45	3	\$9,562.48	\$10,040.52	5	\$10,341.18	\$10,661.31	7	\$10,970.85	\$11,080.57		
			3	\$49.85	\$52.34	3	\$54.96	\$57.70	5	\$59.43	\$61.21	7	\$63.05	\$63.68		
7/1/13	A2/A3	H (66)	1	\$94,728.51	\$99,457.13	3	\$104,429.98	\$109,646.94	5	\$112,929.64	\$116,309.83	7	\$119,799.03	\$120,997.17		
			2	\$7,894.04	\$8,288.09	3	\$8,702.50	\$9,137.25	5	\$9,410.80	\$9,692.49	7	\$9,983.25	\$10,083.10		
			3	\$45.37	\$47.63	3	\$50.01	\$52.51	5	\$54.09	\$55.70	7	\$57.38	\$57.95		

**FOOTHILL - DE ANZA COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE SALARY SCHEDULE
2013-2014**

Eff.	Date	Sched	Grade	Step	Annual		Step	Annual		Step	Annual		Step	Annual		Step	Annual	
					Monthly	Hourly		Monthly	Hourly		Monthly	Hourly		Monthly	Hourly		Monthly	Hourly
7/1/13	A2/A3	G (67)	1	2	\$66,700.18	\$91,022.88	3	\$85,573.16	\$100,351.02	4	\$103,357.51	\$106,461.50	5	\$109,655.39	\$110,751.99	6	\$109,655.39	\$110,751.99
			1	2	\$7,225.01	\$7,585.24	3	\$7,964.43	\$8,362.58	4	\$8,871.79	\$8,871.79	5	\$9,137.95	\$9,229.33	6	\$9,137.95	\$9,229.33
			1	2	\$41.52	\$43.59	3	\$45.77	\$48.06	4	\$50.99	\$50.99	5	\$52.52	\$53.04	6	\$52.52	\$53.04
7/1/13	A2/A3	F (68)	1	2	\$79,647.18	\$83,628.77	3	\$87,805.23	\$92,192.97	4	\$94,955.72	\$97,799.80	5	\$109,733.78	\$101,741.09	6	\$109,733.78	\$101,741.09
			1	2	\$6,637.27	\$6,969.06	3	\$7,317.10	\$7,682.75	4	\$8,149.98	\$8,149.98	5	\$8,394.48	\$8,478.42	6	\$8,394.48	\$8,478.42
			1	2	\$38.15	\$40.05	3	\$42.05	\$44.15	4	\$46.84	\$46.84	5	\$48.24	\$48.73	6	\$48.24	\$48.73
7/1/13	A2/A3	E (69)	1	2	\$73,698.99	\$77,371.92	3	\$81,256.01	\$85,318.68	4	\$87,870.27	\$90,502.94	5	\$93,217.92	\$94,150.14	6	\$93,217.92	\$94,150.14
			1	2	\$6,141.58	\$6,447.66	3	\$6,771.33	\$7,109.89	4	\$7,541.91	\$7,541.91	5	\$7,768.16	\$7,845.85	6	\$7,768.16	\$7,845.85
			1	2	\$35.30	\$37.06	3	\$38.92	\$40.86	4	\$43.34	\$43.34	5	\$44.64	\$45.09	6	\$44.64	\$45.09

NOTES REGARDING TYPES OF EARNINGS:

Doctoral Stipend: \$2,400 per year for administrators who have attained a doctoral degree.

Administrative Achievement Award (AAA)/Professional Achievement Award (PAA): An administrator must meet the requirements of the award. After the award has been received for four years, the administrator shall be eligible to apply for the next award. The increments are cumulative and will be paid as follows:

AAA	
AAA #1	After 4 years & 1 year at Top Step
AAA #2	After 4 years @ AAA #1
AAA #3	After 4 years @ AAA #2
AAA #4	After 4 years @ AAA #3
Maximum	\$12,500 per year
PAA	
PAA #1	After 4 years & 1 year at Top Step + PGA units
PAA #2	After 4 years @ PAA #1 + PGA units
PAA #3	After 4 years @ PAA #2 + PGA units
PAA #4	After 4 years @ PAA #3 + PGA units
Maximum	\$12,500 per year

After the fourth award, the administrator shall continue to receive the awards earned in the AAA/PAA program as long as he or she remains an eligible employee of the District but shall not be eligible for additional awards. An administrator may receive no more than a total of four awards (PAA and AAA) as faculty member or administrator.

Refer to Administrative Handbook for additional eligibility requirements.