

Director, Center of Excellence (Grant Funded)
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=134400>

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Posted Dec. 4, 2019, removed Mar. 13, 2020

Job Title	Director, Center of Excellence (Grant Funded)
Department	
Institution	Mt. San Antonio College Walnut, California
Date Posted	Dec. 4, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Grant Writer/Technical Writer Communications/Public Relations Research/Technical/Laboratory
Apply Online Here	https://apptrkr.com/1728797

Apply By Email

Job Description

Director, Center of Excellence (Grant Funded)

Position Number: 2013141035

Department: Business Administration

Job Category: Management

Time (Percent Time): 100%

Term (months/year): 12 months/year

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Current Work Schedule (days, hours): Monday - Friday, 8:00 a.m. - 5:00 p.m.

Salary Range: M-13

Salary: Steps 1-6: \$9,874 - \$10,980 monthly

Shift Differential:

Open Date: 10/06/2019

Initial Screening Date: 01/06/2020

Open Until Filled: Yes

Application Procedure:

Complete application packets will be accepted until the position is filled; however, those submitted by 11:59 p.m. (PST) on January 6, 2020 (Initial Screening Date) are assured consideration.

Applicants must submit all of the following materials online at <http://hrjobs.mtsac.edu> to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed resume that summarizes educational preparation and professional experience for the position.
4. Three letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation).
5. College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.

Health & Welfare:

The College contributes \$7,930 toward annual premiums for medical, dental, vision, and life insurance coverage. Lifetime retirement benefits provided for eligible retirees. The District participates in the

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Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and National Benefit Services (NBS).

Note Salary and Health & Welfare Benefits are subject to change.

Basic Function/Overview:

OVERVIEW OF POSITION

Under general direction, plans, organizes, oversees, coordinates, reviews, and personally performs difficult and complex professional work related to the activities of the Center of Excellence, including workforce research, partnership development, strategic planning, Chancellor's Office special projects, and grants management; researches and analyzes various program data and develops reports; provides highly complex and responsible support to the Dean, Business in areas of expertise

Supervision Received and Exercised

Receives general direction from the Dean, Business. Exercises direct and general supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification that manages all operations and activities of the Center of Excellence. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Dean, Business in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other departments, divisions, and outside agencies. This class is distinguished from the Dean, Business in that the latter oversees the programming and administration of the District's entire Business Department.

Essential Duties/Major Responsibilities:

1. Plans, manages, and oversees the daily functions, operations, projects, and activities of the Center of Excellence, including workforce research, partnership development, strategic planning, Chancellors Office special projects, and grants management.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for the Center of Excellence; recommends within program policy, appropriate service levels and resources; recommends and administers policies and procedures.

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3. Manages and participates in the development and administration of the assigned annual budget; directs the forecast of additional funds needed; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
4. Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of the Center of Excellence, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Dean, Business.
5. Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Dean, Business.
6. Directs and participates in the preparation and maintenance of various grant applications, records, reports, and files related to activities, performance, outcomes, and expenditures; ensures compliance with grant requirements; submits required reports to the Chancellors Office.
7. Conducts research on workforce development needs, including primary research, industry surveys, interviews, secondary research, and data analysis; prepares and publishes environmental scan studies; provides consultation and technical expertise to regional community colleges concerning emerging jobs and workforce needs; responds to inquiries and provides detailed and technical information concerning projects.
8. Coordinates Center of Excellence communications and information between other regional centers, community agencies, independent contractors, staff, faculty, administrators, businesses, and economic development and governmental agencies; conducts marketing and outreach activities.
9. Researches, analyzes, and identifies partnership opportunities for regional workforce development; establishes and maintains partnerships with regional clients and partners including other Centers of Excellence, Economic and Workforce Development grantees and businesses; seeks available grants and opportunities to leverage resources.
10. Monitors and evaluates Center of Excellence products and services for educational and economic effectiveness and operational efficiency.
11. Attends and participates in professional group meetings and various committees and advisory groups; makes presentations at meetings and conferences; stays abreast of new trends and innovations related to Center of Excellence programs, projects, and services as they relate to the area of assignment.
12. Advises, provides guidance, and prepares and delivers presentations on issues pertaining to the Center of Excellence.
13. Maintains and directs the maintenance of working and official departmental files.
14. Monitors changes in laws, regulations, and technology that may affect District or Center operations; implements policy and procedural changes as required.
15. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Chancellors Office.

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16. Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
17. Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and District policies. Attends District mandated DHR training and participates in DHR investigations as directed. Prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
18. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
19. Performs other related duties as assigned.

Other Duties:

Performs related duties as assigned.

Knowledge Of:

1. Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
2. Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
3. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
4. Principles and practices involved in planning, organization, and direction of Center of Excellence operations and activities including economic development functions and the development of programs and resources in support of emerging industry and workforce trends.
5. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations.
6. Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
7. Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
8. Modern office practices, methods, and computer equipment and applications.
9. English usage, spelling, vocabulary, grammar, and punctuation.
10. Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative

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organizations.

11. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills and Abilities:

1. Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the assigned program areas.
2. Provide administrative and professional leadership and direction for the department and the District.
3. Prepare and administer budgets; allocate limited resources in a cost effective manner.
4. Plan, organize, control, and direct Center of Excellence operations and activities.
5. Develop partnerships with economic development organizations, industry associations, Workforce Investment Boards, and other workforce intermediaries.
6. Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
7. Plan, organize, direct, and coordinate the work of professional and technical personnel; delegate authority and responsibility.
8. Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
9. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
10. Effectively administer a variety of Center of Excellence programs, projects, events, and administrative activities.
11. Effectively represent the District and the department in meetings with various educational, business, professional, regulatory, and legislative organizations.
12. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
13. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
14. Establish and maintain a variety of filing, record keeping, and tracking systems.
15. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
16. Operate modern office equipment including computer equipment and specialized software applications programs.
17. Use English effectively to communicate in person, over the telephone, and in writing.
18. Understand scope of authority in making independent decisions.
19. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
20. Establish, maintain, and foster positive and effective working relationships with those contacted in

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the course of work.

Minimum Qualifications/Education & Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in business administration, economics, or a related field and two (2) full-time equivalent years of economic and workforce development experience.

Equivalencies:

A doctoral degree from an accredited four (4) year college or university in a related field of education may be substituted for two (2) years of professional experience.

Preferred Qualifications:

License(s) & Other Requirements:

Examination Requirements:

Working Environment:

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials

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and objects up to 20 pounds.

Hazards:

Conditions of Employment:

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here:
<http://www.mtsac.edu/safety/pdf/2014ASRFinal.pdf>

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

Typing Certificate Requirements:

Special Notes:

Please note: A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through the Office of Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: employment@mtsac.edu.

DO NOT include photographs or any demographic information (e.g. D.O.B, place of birth, etc.).

TRAVEL POLICY: Costs associated with travel in excess of 150 miles one way from residence for the

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purpose of an interview will be reimbursed up to \$500 maximum. Relocation costs will be borne by the successful candidate. Travel reimbursement claims (original receipts) must be submitted no later than 30 days following the interview date.

Foreign Transcripts:

Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

Inquiries/Contact:

Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: employment@mtsac.edu.

Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The committee will recommend finalists to the President/CEO and/or his designee for a second interview. The number of vacancies is dependent on student enrollment, College resources, needs, and Board of Trustees approval. The start date will follow Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at <http://hrjobs.mtsac.edu> to complete and submit your application for this position.

Letters of Recommendation



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The required letters of recommendation are not required to be confidential but if your reference prefers to send a confidential letter, please follow these instructions and notify your reference directly. To obtain a confidential letter of recommendation, you must enter the references name and email address in the fields provided under the Confidential References section of the application.

NOTICE: In order for your reference to receive an email with a link to attach a confidential reference letter, you must complete your application and reach the status of Under Review by HR. It is recommended that you complete your application and reach this status well in advance of the deadline to provide your reference ample time to attach the letter.

It is the sole responsibility of the applicant to assure that all required and any optional documents are attached by no later than 11:59 PM PST of the initial screening date shown on the job posting.

EEO Policy:

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

Cancel RTF Policy:

We reserve the right to reopen, re-advertise, delay, or cancel filling this position.

To apply, visit [url=https://apptrkr.com/1728797]https://hrjobs.mtsac.edu/postings/7442

[img]https://www.jobelephant.com/img.php?id=1728797&image=logo"/>

Contact Information



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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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