APPLICATION PROCESS
Candidates should submit the following to the Search Committee:

1. A completed District academic application form.
2. A current résumé.
3. Copies of all graduate level course work. Unofficial copies are acceptable (front and back). Official transcripts must be submitted prior to employment.
4. A cover letter of no more than five pages detailing how your experience and qualifications meet the requirements for the position.
5. The names and phone numbers of eight references: two supervisors, two direct reports (including one classified staff member), two faculty members and two colleagues.

Applicants are encouraged to submit these materials by the priority closing date of January 9, 2012 in order to receive first consideration in the initial screening process. However, applications may be accepted until the position is filled. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify the Human Resources Department at least 72 hours prior to the priority closing date or the date(s) of interview.

Application materials are to be mailed to:
Cerritos College
Human Resources
11110 Alondra Blvd.
Norwalk, CA 90650

OR faxed to:
Attn: Human Resources
(562) 467-5003

Additional information can be obtained from the Human Resources Department at (562) 860-2451, extension 2284 or on the Human Resources website at www.cerritos.edu/hr.

EQUAL EMPLOYMENT OPPORTUNITY
Cerritos College is committed to equal opportunity/equal access in all of its employment, programs, and services. The College is dedicated to a policy of nondiscrimination and, as such, is an equal opportunity employer.

Cerritos Community College District
Invites Applications and Nominations for
VICE PRESIDENT OF ACADEMIC AFFAIRS/
ASSISTANT SUPERINTENDENT

Building Futures Through Learning

www.cerritos.edu
OVERVIEW
The Vice President of Academic Affairs/Assistant Superintendent reports to the President/Superintendent, serves as a member of the President’s Executive Council, and is a senior contract executive. The Vice President of Academic Affairs is the District’s Chief Instructional Officer (CIO) and is responsible for the leadership, direction and administration of the District’s Instructional Deans and the entire instructional program, including the Instructional Divisions, Community Education, Adult Education and Diversity Programs, Pathways Programs, and the College Learning Resources Center and the office of Research and Planning. The Vice President is responsible for the administration of the professional and educational leadership of faculty.

CERRITOS COMMUNITY COLLEGE DISTRICT
Cerritos College, a single-campus district, is one of the five largest California Community Colleges in Los Angeles County. Opened in 1956 with an enrollment of 320, the College now enrolls over 24,000 credit students and an additional 20,000 non-credit/net-for-credit students on its 135-acre campus in Norwalk and Cerritos. The District has an annual budget of over $100 million.

The District is located in southeast Los Angeles County and includes the cities of Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. The District has a student body that is 54% Hispanic, 11% Asian/Pacific Islander, 9.8% Caucasian, 7.3% African-American, and 3% Native American with remaining students undeclared. More than half of our students come from outside the District and bypass other community colleges to attend Cerritos.

Cerritos College has approximately 1,150 employees including approximately 280 full-time faculty, approximately 500 part-time faculty, 313 classified staff, and a management team of 51. The College is a model of effective shared governance and collegiality. An annual operation budget of approximately $100 million supports an extensive curriculum including high-quality university transfer programs and state-of-the-art career programs as well as a full range of student support services. Student centeredness and commitment to teaching, learning, innovation, and student success are at the core of the College’s mission.

In 2004, District voters passed a $210 million bond act for building new facilities on campus. Numerous projects are currently underway.

EXAMPLES OF DUTIES AND RESPONSIBILITIES
- Serves as the Chief Instructional Officer and provides strategic, creative and innovative leadership and operational guidance to the institution’s instructional programs.
- Leads and manages programs grant and services to enhance and support student academic success.
- Supervises the development and implementation of the District’s Educational Master Plan.
- Develops partnerships with local feeder schools; agencies and business; and governmental organizations as needed to respond to student needs.
- Supervises the development and implementation of enrollment management programs, curriculum, program review, instructional technology, transfer agreements and academic board policies and procedures.
- Provides direction for advancing the economic growth and global competitiveness of the District through education, training, and services.
- Supervises 13 managers as well as classified support staff. Leads and directs the selection, employment and evaluation of approximately 280 full-time faculty and over approximately 500 part-time faculty to ensure educational integrity and academic quality.
- Coordinates the preparation and submission of accreditation reports and State and federal reports pertaining to academic programs.

A detailed job description may be found on the Human Resources Department webpage at www.cerritos.edu/hr.

REQUIRED QUALIFICATIONS
- Master’s Degree from an accredited college or university. Doctorate degree is desired.
- Five years of increasingly responsible management experience in higher or postsecondary education.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic and disability backgrounds of community college students and employees.
- Demonstrated expertise in the teaching and learning process preferably at the community college level.
- Demonstrated understanding of and commitment to academic freedom for faculty and students.
- Demonstrated knowledge and leadership experience in curriculum and instruction, program development and evaluation, strategic and facilities planning, fiscal management, enrollment management, student success, retention and community relations.
- Demonstrated expertise as a motivated and innovative leader in all aspects of the teaching and learning process, student success, assessment, learning communities, student learning outcomes, use of technology in the classroom, and the development of a diverse curriculum.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES
- Demonstrated expertise in the teaching and learning process preferably at the community college level.
- Demonstrated understanding of and commitment to academic freedom for faculty and students.
- Demonstrated knowledge and leadership experience in curriculum and instruction, program development and evaluation, strategic and facilities planning, fiscal management, enrollment management, student success, retention and community relations.
- Demonstrated expertise as a motivated and innovative leader in all aspects of the teaching and learning process, student success, assessment, learning communities, student learning outcomes, use of technology in the classroom, and the development of a diverse curriculum.

SELECTION PROCEDURE
The Search Committee will evaluate applications to determine those candidates who are best qualified for the position. The best qualified candidates will be invited for oral interviews with the Search Committee. The Search Committee will include representatives from the Faculty, the Administration, the Confidential Staff, the Classified Staff, and the Student Body.

Cerritos College does not reimburse candidates for expenses related to the initial interview. Those candidates traveling from out of the District area who are selected as finalists may be offered a travel stipend for their final interview process. The final interview may include a presentation at a campus forum.

ANTICIPATED START DATE: July 2, 2012

SALARY AND BENEFITS
Contract Management Salary Schedule ($162,883 – $191,593) plus an auto allowance of $3,600 per year. Options for annual vacation buy-out and for bonus vacation. In addition, the District provides a cash-in-lieu option for medical insurance. For additional information or questions, please contact:

Dr. Eva Conrad
Community College Search Services
(805) 660-1527
Eva.e.conrad@gmail.com

Or

Dr. Jim Walker
Community College Search Services
(805) 279-0009
walkerjw@sbcglobal.net

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