

## **Associate Vice President for Career and Economic Development**



Hartnell College has spent a year developing a responsive Educational Master Plan and reorganizing the college to attain the Salinas Valley 2020 Vision. This position description has been uniquely written to create the support necessary to implement that vision. We enthusiastically invite your application and participation in this transformation process!

### **Description**

The college is seeking an Associate Vice President for Career and Economic Development who has a passion for the Salinas Valley community and a demonstrated talent for building highly innovative and collaborative industry, government and academic partnerships. This AVP will provide servant leadership and direction for the career education and economic development programs, services, faculty, and staff. In addition to actively engaging the local community with industry advisory groups, this leader directly supports the delivery and continuous improvement for career education degree and certificate programs, workforce training programs, and economic services, such as the Business Assistance Center (BAC) and contract education. The AVP will act as the campus catalyst for aligning campus resources to best support Career Technical Education. To meet community needs, both credit and non-credit programs will be developed, with significant emphasis on providing evening and weekend classes. The AVP will be supported by a team of managers, including the Dean of Nursing and Health Services, the Director of the Business Assistance Center, and the Director of Community Collaboratives and Articulation, and will participate actively as a member of the President's cabinet.

### **Specific Duties and Responsibilities**

1. In alignment with community needs identified in Salinas Valley 2020 Report, builds effective relationships with the local business community that provides ongoing funds, expertise, adjunct faculty, internships, as well as career opportunities and direction for multiple career programs and pathways.
2. Continuously surveys to determine the career education, training and economic development needs of the district/region.
3. Recruits, selects, develops, evaluates and supports faculty and staff within the context of servant leadership, shared governance and union contracts. Assists faculty with the acquisition, development, and most effective use of instructional resources.
4. Evaluates student progress and needs, external requirements and regulations, and current trends to identify need for program modifications and support continuous quality improvement efforts.
5. In cooperation with faculty, develops grants to augment career education and training and oversees the preparation of all reports and records for grant-funded programs, while assisting faculty and administrators in the implementation and compliance of these programs.
6. Directs and manages the operation of the Career Development and Contract Education programs. Creates a balanced curriculum of fee-supported and contract classes and events

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that promote the educational goals of the college.

7. Examines, evaluates, and makes recommendations for potential technological innovations in career education instruction and support.
8. Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS: \***

1. A Master's degree from an accredited institution.
2. Five years of progressive administrative experience, formal training, internship or leadership experience.
3. Demonstrated ability to listen to stakeholders, gather college, industry and government resources, and execute partnerships to achieve shared vision. Effective listening and strong persuasive speaking skills in the context of identifying the workforce needs of local business and industry leaders, followed by engaging those leaders to form mutually beneficial partnerships with the college.
4. Demonstrated effectiveness at hiring, supporting, developing and evaluating diverse faculty and staff including success with building highly engaged and motivated teams.
5. Demonstrated success with continuous improvement processes.
6. Demonstrated sensitivity and respect for community diversity.
7. Demonstrated success in grant writing and administration.
8. Able to identify the needs of the college's faculty, staff, and department leaders, followed by development of solutions to those needs.

### **PREFERRED QUALIFICATIONS:**

1. Earned doctorate degree.
2. Demonstrated success in leading highly innovative and collaborative teams that develop programs that target industry needs and standards.
3. Postsecondary administrative experience in a multicultural environment.
4. Successfully developed, planned, implemented and evaluated instructional programs and services.
5. Teaching experience in corporate training or community college or higher educational institution.
6. Ability to effectively communicate and build strong relationships with the Salinas Valley community.
7. Successful resource development experience with foundations, community based organizations and industry.
8. Embraces the principles of trust, authentic communication, and collaboration in support of shared governance, shared responsibility and open communications among all divisions, programs and services.

\*Meeting minimum and preferred qualifications does not assure any candidate an interview.

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### THE COLLEGE AND COMMUNITY

Hartnell College is one of the oldest institutions of higher education in California. Located on the California Central Coast, it enjoys the advantages of a beautiful rural setting easy access to metropolitan life, including many educational institutions.

The College District encompasses the entire Salinas Valley, a fertile agricultural region some 10 miles wide and 100 miles long, from the coastal community of Moss Landing on the northern boundary to Bradley at the southern boundary.

The population of 10,000 students is very diverse, with Mexican/Mexican American/Chicano students constituting more than 60% of the enrollment, mirroring the larger community population. Thus, Hartnell has earned the federal designation as an Hispanic Serving Institution. A large percentage of students speak Spanish as their primary language. The college employs approximately 100 full-time and 300 adjunct faculty members, 150 classified employees, and 30 managers.

The college has gained accolades for its success in forming partnerships and internships with NASA and other institutions to prepare students for research careers. The arts flourish with a studio arts program and The Western Stage theater company. The college is currently working closely with key leaders in local industry to develop career technical education programs in agriculture and sustainable construction.

Bond financing continues to provide funding for impressive new facilities on the main campus and on the 140-acre Alisal Campus. The King City Center opened in 2002 and now serves 1,500 of our students.

Hartnell College is the key to the future of the Salinas Valley community. With over half of the population below the poverty level of income, the College provides an opportunity for making a significant social and economic impact on the community and on the lives of our students. There is significant opportunity for enrollment growth, since the average age of the District population is 24.5 years.

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### **SALARY AND BENEFITS**

- Salary range: \$127,356 to \$141,759 annually. Within this salary range, the successful candidate's starting salary will be commensurate with education and experience.
- District contributes \$1300/month towards medical, dental, vision insurance for employee and dependents.
- Life, accident, and income protection insurance.
- Sick leave, vacation, paid holidays.
- STRS (state teacher retirement system).

### **APPLICATION PROCEDURE**

Completed applications must be received in the Hartnell Community College District Human Resource office by **4:30pm, on May 1st, 2009.** Incomplete application packets will not be considered. Required items in the application packet are:

- 1) A letter of application explaining your experiences and qualifications in meeting each of the stated minimum and preferred qualifications for this position.
- 2) A completed District application.
- 3) Comprehensive resume of educational background and experience including community involvement and professional achievements.
- 4) Copies of transcript(s) (need not be official) verifying all educational degree(s) and/or coursework required for the position.

### **SELECTION PROCEDURE**

Selected candidates will be invited for an initial interview with the screening committee, expected to take place May 18 - 22, 2009. The finalists will be interviewed by the Superintendent/President shortly thereafter. Beginning date of employment will be on or after July 1, 2009.

### **EQUAL OPPORTUNITIES**

It is the policy of the Hartnell Community College District that no person shall be discriminated against in any employment procedure on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, age, marital status, Vietnam-era veteran status, or disability. The College actively seeks applications from candidates who have multi-cultural experience. Contact the Office of Human Resources and Equal Employment Opportunity if you need any special accommodations to complete the application process.

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**SUBMIT APPLICATION MATERIALS TO:**

**Hartnell Community College District  
Human Resources and Equal Employment Opportunity**

**411 Central Avenue**

**Salinas, California 93901**

**(831) 755-6706**

**Fax: (831) 755-6937**

**Applications available on-line at: [www.hartnell.edu/hr](http://www.hartnell.edu/hr)**