THE COLLEGE
Hartnell College is one of the oldest institutions of higher education in California, with a long tradition of serving the educational and work-force needs of the Salinas Valley. Founded in 1920, it now comprises two campuses in Salinas, the county seat of Monterey County, and an education center in King City in the south county region.

Hartnell's academic programs prepare students for transfer to four-year colleges and universities, entry-level employment, and career change and advancement. The college has been particularly successful in forming partnerships with educational and research institutions in the sciences and math that have enhanced program development and provided unparalleled student internship opportunities. Its strong ties to the business community have helped to launch the Center for Advanced Technology on the Alisal Campus, with innovative programs in sustainable agriculture, green construction and design, and computer science. The college's nursing and allied health programs, theater arts company, and athletic programs are points of pride to the entire community.

THE POSITION
Under general supervision of the Dean of Academic Affairs, this position manages and directs activities of the Salinas Valley Adult Education Consortium (SVAEC), which was formed and operates in accordance with AB86/AB104 to plan, organize, implement, and assess activities and services associated with the Adult Education Block Grant, AB104 (formerly AB86), and related mandates and regulations. Hartnell College is the fiscal agent for, and a member of, the SVAEC. Thus, this position represents and facilitates the activities of the SVAEC members in achieving the consortium's goals.

Submit application materials via email, fax, or in person to:

HUMAN RESOURCES & EQUAL EMPLOYMENT OPPORTUNITY
411 CENTRAL AVENUE
SALINAS, CALIFORNIA 93901
(831) 755-6706 FAX: (831) 755-6937
Email: work@hartnell.edu

www.hartnell.edu/employment-opportunities-administrative-managerial

Application available on our website!
**REPRESENTATIVE DUTIES**
- Provides vision and leadership for the development and operation of consortium activities in providing adult education in the Salinas Valley.
- Serves as the SVAEC’s primary point person for the state.
- Coordinates and facilitates the work of the SVAEC through regular, lawful meetings, open and clear communications, and the provision of appropriate workgroup and professional development opportunities.
- Facilitates and leads regular and frequent communication among all consortium members relating to consortium activities, and provides timely updates on consortium and related regional and statewide activities, legislation, and resources related to adult education.
- Provides leadership for and coordinates the completion of the SVAEC governance plan, region three-year plan, annual plan, annual budget, annual distribution schedule, assessment plan, and other deliverables required by the state.
- Ensures that all SVAEC activities and operations are conducted in accordance with approved budgets and plans, and are in compliance with all applicable legal mandates.
- Ensures that consortium members collect and submit accurate and timely data on relevant adult education activities, including outcomes assessments, student progress and participation, fiscal accountability (for all funds from whatever sources), plan implementation, and others.
- Facilitates collaboration among members in the areas of curriculum and assessment alignment, new program and curriculum development, student support services, and other approaches to accelerating student progress and creating clear pathways and seamless transitions for students through the education pipeline.
- Advises and provides resources and information to consortium members related to adult education program models, best practices, curriculum, assessment, professional development, and related matters that enhance the work of the consortium.
- Submits all deliverables, including reports, to the state and other applicable authorities demonstrating consortium work, progress, and compliance.
- Works with the fiscal agent and members to monitor funds and submit annual budget and quarterly expenditure reports.
- Maintains accurate, detailed, comprehensive records of consortium proceedings, decisions, contracts, and expenditures.
- Meets with community leaders and cultivates partnerships with local industries/businesses, community organizations, public agencies, and education providers in order to champion consortium objectives, build partnerships, invite participation and collaboration, and leverage resources that will help meet the educational needs of adults in the region.
- Represents the SVAEC at appropriate conferences, workshops, meetings, and webinars.
- Maintains regular contact with partners and stakeholders to keep them apprised of the SVAEC’s activities.
- Leads the development and maintenance of a communication program of consortium activities, including a website, newsletter, outreach, and other marketing materials.
- Collaborates with stakeholders to identify gaps in services and to develop appropriate strategies to address these gaps.
- Performs related duties as assigned.

**QUALIFICATIONS**

**Education and Experience**
- Bachelor's degree from a regionally accredited college or university.
- Three years' increasingly responsible experience in administering and/or supervising adult education programs that provide the necessary knowledge and skills to support the requirements of SVAEC.
- Master’s degree from regionally accredited college or university, desirable.
- Courses or experience with English Language Learners or English-as-a-Second-Language instruction, desirable.
- Higher education or high school administrative experience, desirable.
- Teaching experience, desirable.

**KNOWLEDGE, SKILLS, AND ABILITIES**
- Knowledge of local, state and federal adult education practices, laws, and regulations.
- Knowledge of adult education grant opportunities, development, and evaluation processes.
- Experience leading and/or participating in a consortium.
- Demonstrated ability to interpret, apply and explain rules, regulations, policies and procedures.
- Knowledge of educational practices, rules, processes, and procedures relating to credit and non-credit courses, community services, grant administration, and adult education.
- Knowledge of adult basic education programs that are required to fulfill the objectives of the SVAEC, including job training, Cal Works, and others.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the Salinas Valley and its residents.
- Knowledge of principles, practices, and methods of management and program evaluation.
- Ability to display positive personnel management, supervision, and evaluation.
- Ability to effectively lead teams with a collaborative style in a collegial environment.
- Ability to network with local and state agencies.
- Ability to be a fair-minded and ethical leader with excellent interpersonal and communication skills, both oral and written.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to develop, implement, and evaluate programs and services.
- Ability to utilize data and assessment to make improvements for programs and services.
- Ability to develop and monitor budgets and effectively utilize resources.
- Ability to effectively manage priorities in large, complex, and diverse operational units.
- Ability to use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.
- Ability to prepare comprehensive narrative and statistical reports.
- Ability to plan and work independently with little direction and meet schedules and time lines.
- Knowledge of best practices in serving the needs of adult and under-prepared students.
- Demonstrated commitment to participating in professional activities, continued education, and improvement of skills.
- Excellent oral and written communication and team building skills.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to plan and organize work involving multiple stakeholders.
- Ability to perform data analysis and to prepare comprehensive reports and records.
- Ability to maintain confidential information and accurate records.
- Effective integration of technology to enhance student services and data collection.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Knowledge of outreach and recruitment techniques.
- Knowledge of record-keeping techniques.
- Knowledge of the theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- Knowledge of enrollment management principles and practices.
- Knowledge of fiscal management, strategic and facilities planning.
- Knowledge of college accreditation procedures, practices, and standards.
- Ability to deliver formal and influential presentations.
- Knowledge of the development, implementation, and assessment of student learning outcomes.
- Ability to be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.
- Ability to develop, implement, and evaluate programs and services.
- Ability to inspire and motivate others toward goal achievement.
- *Meeting the minimum and/or preferred qualifications does not assure any candidate an interview.*

**CONDITIONS OF EMPLOYMENT**
- Regular, academic management position.
- Management salary range IX: $85,948 to $100,620 annually (within this salary range, the successful candidate's starting salary will be commensurate with education and experience).
- Annuity paid to STRS (state teacher retirement system).
- District provides health benefits, which currently consist of full coverage for medical, dental, and vision insurance for employee and a high percentage of coverage for eligible dependents.
- Life, accident, and income protection insurance.
- Sick leave, vacation, paid holidays.
- STRS (state teacher retirement system).
- Valid California driver's license required.

**APPLICATION PROCEDURE**
All applicants must provide the following items in order to be considered in the initial screening:

1. A completed district application for administrative service.
2. A letter of application (2-page max) addressing your qualifications and interest in the position.
3. A comprehensive resume of educational background and experience including community involvement and professional achievements.
4. College or university transcripts verifying educational requirement. (copies acceptable)

**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, 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.

Job flyer dates 11/17/15-OUF; priority screening deadline 12/9/15