EMPLOYMENT OPPORTUNITY

MANAGER OF SALINAS VALLEY HEALTH PROFESSIONS PATHWAY PARTNERSHIP

Priority screening deadline: February 26, 2016 by 4 p.m. Open until filled

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.

REPRESENTATIVE DUTIES

- Develops and implements new and innovative healthcare professions programs and services focused on improving the preparation of students for postsecondary success in the classroom and career readiness;
- Coordinates activities with leaders from various educational institutions, community-based organizations, one-stop career centers, adult schools, migrant-serving organizations, and others to create a more seamless pathway for students to enroll at Hartnell College and transfer to a four-year university;
- Collaborates with the Hartnell College Pathways Coordinator to ensure alignment of health professions programs and services focused on increasing student access and success;
- Works closely with the Dean of Nursing and Allied Health to ensure communication about, partnership in, and coordination of services being offered for enrolling and transferring students;
- Works closely with district school personnel, community-based organization staff, and one-stop school and employment specialists, to orient prospective students to the Hartnell College enrollment process, including the online orientation, and educational planning;
- Collaborates with leaders of local community-based organizations and of feeder institutions to create venues to prepare students in the “Steps to Success” enrollment processes;
- Develops, analyzes, and assesses Student Learning Outcomes (SLOs) and Service Area Outcomes (SAOs) that measure program effectiveness, and implements program modifications as necessary;
- Works closely with the Dean of Nursing and Allied Health and college leaders to create a service calendar for core student services programs and activities, including application workshops, financial aid workshops, student orientation programs, and academic preparedness events;
- Collaborates with the Transfer and Career Center Counselor/Coordinator to establish partnerships and programs with universities and businesses in order to provide programs and services to assist students with transfer and career goals;
- Establishes a recruitment plan and a consistent schedule for visitation and college preparation practices for prospective health career pathway students attending alternative schools, adult schools, community-based organizations, universities, and migrant student serving organizations;
- Coordinates regular meetings of leaders from schools served, including English, math, and counseling faculty, to review and assess service delivery and curricula;
- Works with information technology and institutional effectiveness staff to develop and implement a data tracking system to collect and analyze student success indicators;
- Develops and chairs an advisory committee that will focus on college success and career preparation strategies for students in the program. The advisory committee members will include representatives from kindergarten through college, university, business, community-based organizations, migrant student serving organizations, and industry partners;
- In coordination with the college’s advancement staff, develops promotional and information materials that provide information on Hartnell College programs and services;
- Attends committee meetings as assigned;
- Reports progress regularly to supervisor and submits required progress reports;
- Supervises, trains, and evaluates assigned staff;
- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:
- Any combination equivalent to a bachelor’s degree with emphasis in education, public relations, or a closely related field.
- Five years of experience in program coordination or administration.

Desirable:
- Master’s degree in organizational development, education, health careers, or related field.
Knowledge, Skills, and Abilities:

- Strategic program and event planning, workshop organization, and meeting facilitation practices
- Community based organizations, college, and university systems and requirements, healthcare professions academic and licensing requirements
- Public relations principles and practices
- Effective integration of technology to enhance student services and data collection
- English usage, grammar, spelling, punctuation, and vocabulary
- Office practices, procedures, and equipment, including word processing and spreadsheet construction
- Outreach and recruitment techniques
- Record-keeping techniques
- Public speaking techniques
- Perform a variety of specialized professional-level public relations activities related to the development, implementation, and promotion of District programs and services related to school-to-college pathways;
- Contact students, employers, educational institutions, community groups, one-stop career center staff, and others in person, in writing and by telephone to develop partnerships focused on enhancing student postsecondary preparation and success;
- Become knowledgeable on SB 1456: Student Success Act Program, Student Equity Program requirements, and nursing and allied health education and licensing requirements;
- Utilize interpersonal skills using tact, patience, and courtesy;
- Create effective recruitment and promotional materials, including website content using Drupal;
- Establish and maintain cooperative and effective working relationships with others;
- Work independently with little direction;
- Plan and organize work involving multiple stakeholders;
- Prepare comprehensive reports and records;
- Perform simple data analysis;
- Maintain confidential information;
- Maintain accurate records.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- 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 pertinent federal and state laws and regulatory provisions.
- Knowledge of college accreditation procedures, practices, and standards.
- Ability to effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
- 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 utilize data and assessment outcomes to make improvements for programs and services.
- Ability to inspire and motivate others toward goal achievement.
- Ability to counsel, direct and facilitate professional development of employees.
- Ability to develop and monitor budgets and effectively utilize resources.
- Skilled in the use of technology and software for databases, accounting, spreadsheets, and other business processes.
- 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 provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Ability to recruit, select, supervise, and evaluate employees.

* Meeting the minimum and/or desirable qualifications does not assure any candidate an interview.

**CONDITIONS OF EMPLOYMENT**

- Regular, classified, grant-funded, management position.
- Management salary range XI: $74,910 to $89,579 annually (within this salary range, the successful candidate’s starting salary will be commensurate with education and experience).
- Annual doctoral stipend $1,500.
- 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.
- PERS (public employee’s retirement system).
- Valid California driver’s license required.

All offers of employment are contingent upon approval by the Board of Trustees, receipt of official transcripts verifying the degree stipulated under the minimum qualifications section, employment verification, and any other pertinent documentation. Individual selected is required to be fingerprinted and must submit to a tuberculosis examination.

**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 for 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)

**SUBMIT APPLICATION MATERIALS VIA EMAIL, FAX, OR IN PERSON TO HUMAN RESOURCES & EQUAL EMPLOYMENT OPPORTUNITY**

411 Central Avenue, Salinas - CA 93901 - Phone: (831) 755-6706 - Fax: (831) 755-6937  Email: work@hartnell.edu

APPLY ONLINE AVAILABLE ON OUR WEBSITE: http://www.hartnell.edu/employment-opportunities-administrative-managerial

ONLY MATERIALS REQUESTED WILL BE FORWARD & SCREENED COMMITTEE. INCOMPLETE MATERIALS WILL NOT BE CONSIDERED.

**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.