B E L O N G S

The College of Marin’s mission is to provide educational opportunities for all students and community members: preparation for transfer to four-year schools and universities, workforce education, basic skills improvement, intellectual and physical development, and cultural enrichment. The College is committed to responding to community needs by offering student-centered programs and services in a supportive, innovative learning environment. The College of Marin pledges educational excellence to all members of our diverse community.

DUTIES

Reporting to the Vice President for Student Learning, the Dean of Math and Sciences is responsible for providing leadership and vision, as a member of the District management team, for building and fostering a collaborative consultation process in the planning, implementation and evaluation of a variety of academic and student learning support programs and services, including division and department budgeting, research, reporting, accreditation recommendations and standards, student learning outcomes assessment, program review, technological advancement, and fiscal accountability. The Dean administers and implements District policies, collective bargaining agreements, accrediting commission recommendations and standards, Equal Opportunity statutes, State and Federal codes, local laws and other regulations as applicable, to assure compliance and continual modernization throughout all division and department learning programs, services and activities, and their fiscal management, in order to support and foster the District mission.

Areas of responsibilities include: Behavioral Sciences; Life & Earth Sciences; Mathematics; Physical Sciences; Social Sciences; and Athletics & Physical Education.

DESIRABLE ATTRIBUTES AND SKILLS

1. Previous experience in higher education leadership that has included curriculum and student support program development; coordinating the work of staff; and experience in budget development and maintenance.
2. Possession of a Master’s degree from an accredited college or university in one of the disciplines taught in the division.
3. Previous experience as an instructor, counselor or related faculty position in one or more areas of supervision.
4. Working knowledge of the State and Federal codes, statutes and regulations that govern California community college instructional and student learning programs, including those relevant to the role of the Academic Senate in issues of participatory governance.
5. Demonstrated skill in participatory governance and collaboration with faculty and administrative staff.
6. Demonstrated skill in the practical use of computer and instructional technology to facilitate and support student learning and staff productivity.
7. Demonstrated skill in written communication, including reporting and funding proposals.
8. Demonstrated skill in oral communication, including public speaking and group meeting facilitation.
9. Demonstrated ability to work effectively as part of a management team.

MINIMUM QUALIFICATIONS

1. Possession of a Master’s degree from an accredited college or university in a subject area that is taught in the California Community College system; and
2. One year of formal training, internship or leadership experience reasonably related to the administrative assignment, which may, but need not be concurrent with the required full time service;

3. Or, the equivalent (1 and 2 above).

4. Extensive experience with public contact and demonstrated skill in respectful and sensitive communication with people who are diverse in their cultures, language groups, abilities, lifestyle and backgrounds. Demonstrated sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

REQUIRED APPLICATION DOCUMENTS

A complete application packet is required for consideration in this selection process. The completed application packet includes the following:

1. A completed Marin Community College District application form;

2. A resume that details all relevant experience, training and education as well as other recent work history; and

3. A cover letter that summarizes applicant background as it directly relates to this position.

4. Copies of college transcripts. (Unofficial copies are acceptable at this time, however, the selected candidate will be asked to provide original transcripts at the time of hire.)

Finalists will be asked to provide the names, titles and contact information of individuals who can verify applicable background and experience.

SALARY

The successful candidate will initially be placed between $90,070 and $110,773 annually, depending on background and experience.

PRIORITY SCREENING DATE

Recruitment will continue until this position is filled and may be subject to close without prior notice. Initial screening of application materials to begin: March 9, 2007. Priority consideration will be offered to those applicants whose complete application packets are received by this date.

SELECTION PROCEDURE

Completed application packets must be received in the Office of Human Resources for screening. Those applicants who most closely meet the stated Requirements and Desirables may be asked to demonstrate their job-related skills and may be invited to a Committee interview. All applicants will be notified of the results of the selection process.

INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED

EOE

www.marin.edu/humanres/