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

Under the general direction of the Vice President of Student Learning, the Director of Noncredit and ESL Instruction, Community and Contract Education is responsible for leading and the day-to-day management of

- Noncredit Instruction
- ESL Credit and Noncredit Instruction and student learning programs
- Community Education and Services (“CES”) programs, including day, evening and weekend adult continuing education
- Contract Education components of College/Business Partnerships

DESIRABLE ATTRIBUTES AND SKILLS

- Previous experience in higher education leadership that has included English as a Second Language, Noncredit, Community and Contract Education, with familiarity in curriculum and student program development; previous experience in coordinating the work of staff and in budget development and maintenance.
- Working knowledge of programmatic, legal and financial aspects of adult continuing education programs; knowledge of finance and the budget processes; ability to implement this knowledge. Knowledge of micro-computer use; knowledge of production requirements in a newspaper-like publication; knowledge of community college goals, laws and regulations as they relate to Noncredit, ESL, Community Education, and Contract Education.
- Working knowledge of principles and practices of leadership, management and supervision; the purpose, mission and goals of a community college, especially ESL, Noncredit, Community and Contract Education; facilities and needs; and goals and objectives of the college’s Educational Master Plan.
- Possession of a Master’s degree in the area of supervision, for example, in one of the nine recognized noncredit areas such as ESL, or another closely related degree.
- Previous experience as an instructor, counselor, student services professional or related faculty position.
- Working knowledge of State and Federal Codes and of statutes and regulations that govern California community college instructional and student learning programs, referral and follow-up services appropriate to students who are non-native speakers of English, and applicable District policies.
- Strong interpersonal and written communication skills and the ability to work effectively with a wide range of constituencies.
- Demonstrated skill in the practical use of computer and instructional technology to facilitate and support student learning and staff productivity.
- Demonstrated skill in written communication, including reporting and funding proposals.
- Demonstrated skill in oral communication, including public speaking and group meeting facilitation.
- Demonstrated ability to work effectively as part of a management team.
- Fluency in Spanish or another second language commonly spoken in Marin County.
MINIMUM REQUIREMENTS

1. Master’s Degree.
2. One year of formal training, internship or leadership experience reasonably related to the administrator’s administrative assignment.
3. Demonstrated ability to effectively interact with people of diverse socioeconomic, cultural, disability and ethnic backgrounds.

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. College transcripts (Copies are acceptable until an official offer of employment has been made).

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 $84,517 and $103,944 annually, depending on background and experience.

APPLICATION DEADLINE: Open Continuous

Recruitment will continue until this position is filled, and may be subject to close without prior notice.

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/