

# Vice President, Academic Services

---

## Posting Details

---

### Position Information

<b>Job Title</b>	Vice President, Academic Services
<b>Position Type</b>	Management
<b>Position Code</b>	3AIN05
<b>FTE</b>	1.0
<b>Pay Rate (or Annual Salary)</b>	\$143,966 - \$170,988/annual
<b>Job Location</b>	Las Positas College, 3000 Campus Hill Dr., Livermore, CA 94551
<b>Department</b>	Academic Services
<b>Job Summary</b>	The Chabot-Las Positas Community College District is seeking a Vice President, Academic Services for Las Positas College in Livermore, California.

#### MANAGEMENT RESPONSIBILITY

The Vice President, Academic Services is a management position designated by the Board of Trustees for the Chabot-Las Positas Community College District. The incumbent is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedure as applicable to the position. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure through his or her reporting authority and/or by serving on District-wide councils.

#### GENERAL DESCRIPTION

The Vice President, Academic Services is the Chief Instructional Officer and is responsible for the overall design, organization, delivery, supervision, evaluation, and fiscal management of a comprehensive instructional program, including general education, transfer programs, career technical education, non-credit education, contract education, and athletics. The Vice President may be assigned additional responsibilities as part of the senior management team. This position reports directly to the College President and works collaboratively with the Vice President of Student Services and Vice President of Administrative Services.

#### APPOINTMENT

The Vice-President of Academic Services shall be elected by the Governing Board upon the recommendation of the College President and the District Chancellor.

NOTE: This class specification is not necessarily all-inclusive in terms of the duties and responsibilities.

### Representative Duties

The Vice President, Academic Services shall:

1. Possess strong, dynamic academic and administrative leadership, foster an environment that encourages teaching and learning excellence, possess the vision to guide the college's academic programs into the future;

2. Facilitate a learning culture that fosters innovation, creativity and embraces growth and change; promotes professional staff development;
3. Nurture a campus climate that values diversity in its students, staff and community;
4. Possess evidence of progressively responsible academic administrative leadership;
5. Possess personal characteristics including good judgment, tact, diplomacy, and the strength of character to put forth and support ideas that are innovative and deserving of consideration by the college community;
6. Ensure student learning outcomes are present, assessed and used for improvement of student learning;
7. Work with faculty, classified, and students in a manner that makes them feel valued and respected;
8. Possess significant experience in enrollment management and productivity measurements;
9. Work collaboratively with campus constituency groups and unions; understand and implement participatory governance, teambuilding, and collaborative decision-making process within and across division/department lines;
10. Communicate articulately in all settings, as evidenced by excellent listening skills and effective written work;
11. Build community relations; show an active interest in student and community life;
12. Manage resources; significant budget experience.

#### Leadership:

1. Serve as a member of the Senior Administrative staff;
2. Work cooperatively with the Faculty, Classified and Student Senates;
3. Provide leadership to the academic administrative staff and serve as a member of assigned committees;
4. Represent the College as the Chief Instructional Officer at statewide organizations;
5. Serve as accreditation liaison officer for the College and coordinate the College self-study process and all reports required by the Accrediting Commission;
6. Maintain a close working relationship with the counterpart Vice President, Academic Services at Chabot College;
7. Serve as an administrative associate to the President, perform other duties and responsibilities as assigned and, when assigned, assume direct responsibility for the College during the absence of the President;
8. Work cooperatively as a member of the senior management team of the College and District towards achievement of its goals and objectives.

#### Instructional Programs:

1. Direct and organize the process for curriculum development, implementation, and evaluation of the general education, basic skills, transfer, technical, occupational, distance education, and community and continuing education programs;
2. Direct, in conjunction with the College Curriculum Committee, the approval of College curricula and programs, the interpretation of curricular policy, and the definition of academic standards;
3. Implement a process for systematic instructional program review and utilize the results and recommendations to strengthen academic programs;

4. Develop, direct, coordinate, supervise, and evaluate the programs, personnel, operations, and activities of all areas of responsibility to ensure their compliance with District policies, Education Code and State and Federal regulations;
5. Supervise off-campus, evening, and weekend classes and programs as needed;
6. Assist institutional research efforts related to areas of responsibility;
7. Support and sustain program advisory boards;
8. Serve as evening/Saturday administrator as required.

Instructional Staff Relations:

1. Directly supervise academic services administrators;
2. Coordinate the recruitment, selection, and orientation of faculty and classified staff and ensure the compliance with Chabot-Las Positas Community College District policies and procedures; and participate in the recruitment and selection of administrative staff;
3. Conduct performance evaluations of faculty, classified staff, and academic administrators, and coordinate evaluation policies and procedures for tenure granting, for tenured faculty evaluation, and for part-time faculty evaluation;
4. Monitor faculty teaching assignments to ensure conformance to College and District Policy and to ensure equitable workloads;
5. Provide leadership for the organization of a comprehensive faculty development program, including the infusion of instructional technology into the teaching and learning processes;
6. Foster and maintain high standards of instruction, and strengthen teaching by: a) providing faculty opportunities for professional growth and development; b) fostering experimentation by introducing new teaching technologies and learning strategies; and c) monitoring and assessing student progress, performance, and satisfaction to evaluate academic quality.

Community Relations:

1. Chair various college committees and co-chair the Tri-Valley Educational Collaborative;
2. Provide leadership for liaison with area high schools, colleges, and universities, business industry, public agencies, community interest groups, and the State Chancellor's Office;
3. Coordinate contract education with the District Office.

Budget:

1. Prepare, administer, and monitor the annual budget for all areas of responsibility, and maintain required documentation for categorical expenditures;
2. Participate in College long-range and strategic planning for programs, services, and facilities and coordinate financial planning with institutional planning activities;
3. Assume responsibility for the completion of all necessary State and Federal reports in the area of responsibility.

**Minimum Education and Experience**

Education:

Master's degree from an accredited institution; earned doctorate preferred.

Experience:

One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment; and full-time teaching and administrative experience in post-secondary education, preferably in a community college; or an equivalent combination which indicates possession of the knowledge and skills required.

Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, including those with physical and/or learning disabilities.

**Minimum Qualifications**

**Desirable Qualifications**

Two years or more administrative experience in academic services, preferably, but not limited to, as an administrator in a community college.

**Job Work Schedule**

**Physical Demands and Working Environment**

INDIVIDUALS WITH DISABILITIES WHO ARE UNABLE TO CARRY OUT THE PHYSICAL ACTIVITIES OF THE POSITION WILL RECEIVE REASONABLE ACCOMMODATIONS TO ENABLE THEM TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION.

**EEO Statement**

It is the policy of this District to provide equal opportunity in all areas of employment practices and to assure that there shall be no discrimination against any person on the basis of sex, ancestry, age, marital status, race, religious creed, mental disability, medical condition (including HIV and AIDS), color, national origin, physical disability, family or sexual preference status and other similar factors in compliance with Title IX, Sections 503 and 504 of the Rehabilitation Act, other federal and state non-discrimination regulations, and its own statements of philosophy of objectives. The District encourages the filing of applications by both sexes, ethnic minorities, and the disabled.

**Posting Detail Information**

**Posting Number**

AS268P

**Open Date**

03/25/2019

**Close Date**

05/02/2019

**Open Until Filled**

No

**Special Instructions to Applicants**

**Notification to Applicants**

The Chabot-Las Positas Community College District reserves the right to close or not fill any advertised position

**Instructions for Personal Qualifications Statement**

The purpose of the personal qualifications statement is for you to provide information on how your education and experience relate to the requirements and duties of the position. There is no form to complete. Applicants are requested to provide their personal qualifications statement by uploading a document, the same way as you do for your cover letter.

---

**Supplemental Questions**

---

Required fields are indicated with an asterisk (\*).

---

**Documents Needed To Apply**

---

Required Documents

- 1. Resume

2. Cover Letter
3. Transcripts/Credentials/Licenses
4. Personal Qualifications Statement

Optional Documents

1. Other Document

# Financial Aid Outreach Specialist

---

## Posting Details

---

### Position Information

<b>Job Title</b>	Financial Aid Outreach Specialist
<b>Position Type</b>	Classified
<b>Position Code</b>	3CFA17
<b>FTE</b>	1.0
<b>Pay Rate (or Annual Salary)</b>	\$4,361.67/monthly
<b>Job Location</b>	Las Positas College, 3000 Campus Hill Dr., Livermore, CA 94551
<b>Department</b>	Financial Aid
<b>Job Summary</b>	<p>The Chabot-Las Positas Community College District is seeking a Financial Aid Outreach Specialist for Las Positas College in Livermore, California.</p>

Under general supervision of Financial Aid Director, provide coordination of financial aid outreach activities to campus, high schools and local communities to increase numbers of students applying for and receiving Federal and State financial aid, contributing to college efforts to increase college enrollment, course and program completion. Communicate and promote College financial aid programs and services, specifically early and accurate application and verification, new and changes to financial aid programs, and provide financial literacy tools to strengthen low-income, disadvantaged student participation in post-secondary education.

This is a grant/categorically funded position. Continuation of this position is contingent upon available funding on a year to year basis.

### Representative Duties

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Develop and implement year-round financial aid campaigns, addressing the full financial aid cycle including application, verification, disbursement, maintaining eligibility, satisfactory academic progress and transfer/graduation issues.

2. Coordinate and/or deliver financial aid presentations, workshops and orientations to college cohorts and classes, local high schools, and various community agencies and organizations, to inform students and parents of various financial aid program requirements and deadlines; provide financial aid outreach efforts on campus for Athletics, Learning Communities and Special Programs (including but not limited to EOPS, DSPS, CalWorks, Puente, Umoja) and Equity Program student populations, to increase the numbers of underrepresented students applying for and receiving financial aid.

3. Coordinate financial aid outreach efforts with relevant committees, departments, divisions, and other campus programs, as well as local high schools and community organizations, to provide financial aid information and assistance to campus and community. Actively participate in annual admissions and financial aid outreach campaigns in community. Incorporate financial aid into new or existing college outreach and early intervention initiatives on campus.

4. Conduct surveys of high school and campus students, staff, faculty and administrators to determine specific interests/needs related to financial aid information and services to best serve low-income, disadvantaged students.
5. Collect information and feedback to improve communication, dissemination of financial aid information, and service to campus, schools and students; develop strategies for tracking efforts with disadvantaged student populations.
6. Maintain variety of files, records and database of financial aid outreach efforts, contacts, and results for office and campus reports, and to meet specific State reporting and oversight requirements.
7. Attend and participate in professional group meetings, trainings and development opportunities to stay current with financial aid regulations. Assist with the development and dissemination of financial aid information for students, staff, faculty and administrators related to changes in State and Federal financial aid programs, regulations and eligibility criteria.
8. Create, proof and edit correspondence, marketing/advertising and other related materials; write and/or collaborate on articles, letters, and other outreach-related correspondence and promotional materials for campus and feeder school publications.
9. Maintain electronic communication with website, outgoing and incoming email and phone messages, and social media opportunities as appropriate.
10. Assist with the financial aid training of the college student outreach team; oversee the work of student outreach staff.
11. Identify resources and refer special population students to appropriate campus support services and programs to assist students to achieve educational success.
12. Coordinate financial literacy initiatives and programs with external agencies and California Community Colleges Chancellor's Office (CCCCO) initiatives, etc. Incorporate financial literacy activities into communications and outreach with current students, including athletic and academic cohorts, special programs, and identified Equity student populations;
13. Utilize a variety of college, State and Federal financial aid computer applications to view, update or modify student financial aid reports and status.
14. Respond to inquiries related to financial aid outreach in a courteous and professional manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
15. Perform related duties as required.

**Minimum Education and Experience** Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in marketing, communications, public administration, or a related field.

Experience:

Two years of increasingly responsible financial aid experience required.  
Prior experience with outreach or public speaking required.

### Minimum Qualifications

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Federal and State financial aid programs, policies, regulations and best practices; pertinent Federal, State and local Admission & Records laws, codes and regulations.

2. Principles, procedures, strategies and techniques used in effective community college financial aid outreach programs and services.
3. Basic public information, public speaking, community relations, and marketing principles and practices.
4. Modern office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, desktop publishing and databases.
5. Correct English usage, grammar, spelling, punctuation, and vocabulary; business letter writing and basic report preparation.
6. Previous experience, understanding, and sensitivity to the diverse academic socio-economic cultural and ethnic background comprising the local community; accessibility and financial obstacles faced by economically and educationally disadvantaged students.

Ability to:

1. Understand the organization and operation of the assigned program area as necessary to assume assigned responsibilities. Work independently within clearly defined guidelines.
2. Identify campus and community needs; monitor outreach program services and activities and make recommendations for improvement. Collect appropriate data relating to outreach efforts and outcomes; prepare oral and written reports and recommendations.
3. Assist College team in developing, implementing, and evaluating public relations and marketing goals, objectives, policies, and procedures related to outreach. Develop or utilize appropriate and effective informational materials of financial aid options and opportunities for wide spectrum of students, especially low-income, disadvantaged populations and those for whom English is a second language.
4. Plan, organize and balance multiple priorities to meet schedules and changing deadlines.
5. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
6. Use correct English usage, grammar, spelling, punctuation, and vocabulary.
7. Communicate clearly and concisely, both orally and in writing; present information to a wide variety of audiences.
8. Establish and maintain effective working relationships with students, staff, faculty, administrators, the general public, and the community to assess and respond to their needs.
9. Respond to requests and inquiries from students, staff, and the public.
10. Maintain strict confidentiality and discretion with sensitive student and family records and information in accordance with FERPA regulations.
11. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

**Desirable Qualifications**

Bilingual English/Spanish preferred.

**Job Work Schedule**

40 hours/week, Monday – Friday, 8:00 a.m. – 5:00 p.m., hours may vary depending on department needs, occasional evening and weekends required as needed, 12 months/year



**Physical Demands and Working Environment**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting and at various locations that requires travel from site to site, with some evening or weekend hours during peak outreach campaigns.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and outside environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

License: Possession of, or ability to obtain, an appropriate, valid driver's license.

**EEO Statement**

It is the policy of this District to provide equal opportunity in all areas of employment practices and to assure that there shall be no discrimination against any person on the basis of sex, ancestry, age, marital status, race, religious creed, mental disability, medical condition (including HIV and AIDS), color, national origin, physical disability, family or sexual preference status and other similar factors in compliance with Title IX, Sections 503 and 504 of the Rehabilitation Act, other federal and state non-discrimination regulations, and its own statements of philosophy of objectives. The District encourages the filing of applications by both sexes, ethnic minorities, and the disabled.

**Posting Detail Information**

<b>Posting Number</b>	AS254P
<b>Open Date</b>	02/01/2019
<b>Close Date</b>	03/15/2019
<b>Open Until Filled</b>	No

**Special Instructions to Applicants**

**Notification to Applicants** The Chabot-Las Positas Community College District reserves the right to close or not fill any advertised position

**Instructions for Personal Qualifications Statement** The purpose of the personal qualifications statement is for you to provide information on how your education and experience relate to the requirements and duties of the position. There is no form to complete. Applicants are requested to provide their personal qualifications statement by uploading a document, the same way as you do for your cover letter.

---

**Supplemental Questions**

---

Required fields are indicated with an asterisk (\*).

---

**Documents Needed To Apply**

---

Required Documents

1. Resume
2. Cover Letter
3. Personal Qualifications Statement

Optional Documents

1. Other Document

# Instructor, History

---

## Posting Details

---

### Position Information

<b>Job Title</b>	Instructor, History
<b>Position Type</b>	Faculty
<b>Tenure Information</b>	Tenure Track
<b>Position Code</b>	3FSS20
<b>FTE</b>	1
<b>Pay Rate (or Annual Salary)</b>	\$62,035 - \$88,687/annual
<b>FLSA</b>	Exempt
<b>Job Location</b>	Las Positas College, 3000 Campus Hill Dr., Livermore, CA 94551
<b>Department</b>	Computing, Applied Technology & Social Sciences
<b>Job Summary</b>	The Chabot-Las Positas Community College District is seeking an Instructor, History for Las Positas College in Livermore, California.

This position reports directly to the Division Dean.

### Representative Duties

1. Teach college-level courses in World History, United States History and other history courses as assigned.
2. Experience teaching college-level History.
3. Demonstrate enthusiasm for teaching.
4. Commitment to ongoing professional development in the field of History.
5. Communicate effectively, both orally and in writing.
6. Demonstrate an interest in developing new curriculum.
7. Participate in campus professional and collegial activities including, but not limited to, committee membership, staff meetings, articulation with four-year colleges and universities, and community outreach.
8. Adapt instructional methods to accommodate various learning styles and abilities, teach online.
9. Teach late afternoon, evening and/or off campus when scheduled as part of the regular teaching assignment.
10. Interact successfully with other faculty, staff, and administrators.
11. Generate student interest in History.
12. Work on assessment and Student Learning Outcomes related to curriculum and programs.

13. Evidence of a sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students, including those with physical or learning disabilities.

**Minimum Education and Experience** Master's in history

OR

Bachelor's in history

AND

Master's in political science, humanities, geography, area studies, women's studies, social science or ethnic studies

OR the equivalent.

You will be required to upload your transcripts. You must upload all applicable transcripts, credentials and/or certificates required to meet minimum qualifications for the position for which you are applying. Any degrees earned outside the United States must have an official US evaluation (course by course) of the transcripts and must be submitted with the application. In the case that the file you are uploading is too large or you do not have your transcripts readily available, please upload a document in place of stating you will be sending the documents to the Office of Human Resources, 7600 Dublin Boulevard, 3rd Floor, Dublin, CA 94568, or by fax (925) 485-5254, by 5:00 p.m. (PST) on the closing date.

\*Degrees in Progress: To be conferred on or before July 1, 2018 will be considered, provided that the applicant also submits (1) an up-to-date transcript, (2) a photocopy of the degree requirement from the school catalog, and (3) proof of current course(s) and enrollment. Please provide your explanation and background material by using the optional document upload called "Other Document". If you are unable to upload the above, please upload a document in its place and state you will be sending the documents to the Office of Human Resources, 7600 Dublin Boulevard, 3rd Floor, Dublin, CA 94568, by 5:00 p.m. (PST) on the closing date.

Applicants applying under the "Equivalent provision" must provide details that explain at time of application how their academic preparation is the equivalent of the degree listed above. Please provide your explanation by using the optional document upload called "Equivalency Statement".

**Minimum Qualifications**

**Desirable Qualifications**

1. Doctorate in History or related discipline.
2. Demonstrated ability to develop and teach courses in one or more of the following areas: World History, Native American History, History of Latin America, History of Asia, History of Africa.
3. Demonstrated ability to develop and teach Distance Education courses.

**Job Work Schedule**

This position is full-time, tenure track, beginning Fall 2018. Employment will begin on or about August 16, 2018.

**Physical Demands and Working Environment**

INDIVIDUALS WITH DISABILITIES WHO ARE UNABLE TO CARRY OUT THE PHYSICAL ACTIVITIES OF THE POSITION WILL RECEIVE REASONABLE ACCOMMODATIONS TO ENABLE THEM TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION.

**Posting Detail Information**

**Posting Number**

F44P

01/29/2018

**Open Date****Close Date**

02/26/2018

**Open Until Filled**

No

**Special Instructions to Applicants****Notification to Applicants**

The Chabot-Las Positas Community College District reserves the right to close or not fill any advertised position.

**Instructions for Personal Qualifications Statement**

The purpose of the personal qualifications statement is for you to provide information on how your education and experience relate to the requirements and duties of the position, specifically the ability to develop and teach World History courses. There is no form to complete. Applicants are requested to provide their personal qualifications statement by uploading a document, the same way as you do for your cover letter.

---

## Supplemental Questions

---

Required fields are indicated with an asterisk (\*).

---

## Documents Needed To Apply

---

**Required Documents**

1. Resume
2. Cover Letter
3. Transcripts/Credentials/Licenses
4. Personal Qualifications Statement

**Optional Documents**

1. Other Document
2. Equivalency Statement