

Employee Services Department
2411 W. 14th Street
Tempe, AZ 85281-6942
(480) 731-8465 24 Hour Job Hotline: (480) 731-8444
TDD# (480) 731-8043
<http://www.maricopa.edu/hrweb>

JOB OPPORTUNITIES

November 9, 2009

INTERNAL/TRANSFER POSITIONS

GENERAL INFORMATION

To qualify as an Internal/Transfer applicant, an employee must be:

Approved by the MCCCCD Governing Board and working in a board approved budgeted position (regularly funded or specially funded). Eligible Skill Center employees are also considered internal applicants. Temporary, time card, short term employees (including One-Semester-Only or One-Year-Only MCCCCD Governing Board approved employees) are NOT internal applicants.

To be considered for an advertised position, all applicants must submit a completed and signed application. Detailed resumes are highly recommended but will not be considered in lieu of an application. These documents may be mailed, faxed (480-731-8599), delivered to Employee Services, Room 226A or deposited in the drop box outside the District Office building by **5:00 p.m.** on the closing date.

Internal/Transfer applicants who meet minimum qualifications for the position will be interviewed.

To check status of search: <https://applycf.dist.maricopa.edu/CFIDE/application/user/status/page1.cfm>

MARICOPA COMMUNITY COLLEGES: JOB OPPORTUNITIES

Applications must be received by 5 p. m. on the closing date stated on the Job Opportunities Bulletin. Applications must be submitted via OLA (On-Line Application), except M&O positions which can be submitted via OLA, hand delivered, mailed, or deposited in the drop box outside the District Office Building.

INTERNAL ONLY

POSITION

11-6-2009

Administrative Secretary I

Location	Scottsdale Community College	Entry Range	\$24,880.00 - \$29,271.00
Grade	006		
Department	Art/Photography	Hours	Monday - Friday 8:00am - 5:00pm Evening & weekend hours may be required
Work Calendar	12 Months		
Opens	11/9/2009	Closes	11/20/2009
Posting Number	09100065-1		

JOB SUMMARY:

Performs secretarial and routine administrative duties for the Art Department and Theatre Arts Program, such as computer data entry utilizing a variety of software formats; compiles and maintains a variety of records; coordinates activities with other staff, faculty and departments; serves as communication liaison for supervisor and programs; handles multiple projects at the same time. Job requires that incumbent maintain broad awareness of ongoing activities in the Art Department and Theatre Arts Program and other related areas in order to respond to inquiries and relieve supervisor of administration details. Works with a diverse population of administrators, faculty, staff, students and the public.

ESSENTIAL FUNCTIONS:

35% - Provides general secretarial support such as answering phones, taking messages, handling correspondence and scholarship forms, keeping databases current

30% - Completes payroll forms, maintains the budget, orders supplies by creating purchase order requisitions, etc.

25% - Provides public relations support including the maintenance of mailing lists, small bulk mailings, sending letters to potential students, sending information to adjunct faculty, supporting performances and activities including ordering tickets, maintaining the box office, providing press releases, etc.

10% - Directs students requests by answering questions of students and faculty, opening doors, giving building tours, performing other duties as assigned

MINIMUM QUALIFICATIONS:

- Secretarial and/or administrative experience involving public contact and coordination responsibilities in an active office
- Experience with office software such as Microsoft Office Suite, e-mail and a student based information system
- Use of proper English grammar, vocabulary and spelling
- Effective oral and written communication skills

DESIRED QUALIFICATIONS:

- Experience working in an educational institution
- Basic understanding of art and theatre
- Experience with an online financial system
- Experience with Adobe CS Suite and Web design

SPECIAL WORKING CONDITIONS:

Some evening/weekend hours may be required. May be requested to assist with Art receptions, weekend events or Theatre box office responsibilities. Daily schedule divided between 2 separate buildings.

Each posted position requires a separate application. The screening process can take from two to four weeks. If selected for an interview, applicant will be contacted.

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INTERNAL ONLY

POSITION

11-6-2009

Administrative Secretary III

Location	Mesa Community College	Entry Range	\$29,437.00 - \$34,632.00
Grade	008		
Department	World Languages	Hours	Mon - Fri , 8am - 5pm
Work Calendar	12 Months		
Opens	11/2/2009	Closes	11/13/2009
Posting Number	09100043-4		

JOB SUMMARY:

Performs a variety of administrative and secretarial duties for the World Languages Department. Assists with departmental activities including scheduling, records, budgets, human resource matters and projects related to faculty, students and staff. Establishes and maintains positive relationships with faculty, students and staff.

ESSENTIAL FUNCTIONS:

- 30% - Assists Department Chair and faculty members and maintains operations in the World Language Department
- 20% - Provides customer service for a diverse population including students, faculty, staff, vendors, and other college employees via phone, email or in person
- 20% - Exercises delegated authority within established guidelines to make decisions regarding student inquiries, class and event scheduling, departmental budget, confidential records, and human resources issues
- 10% - Utilizes standard office machines and software and hardware technology to carry out job functions
- 10% - Researches prices and availability of supplies and equipment to be purchased by department; orders supplies, equipment, and textbooks for instructors and book adoptions for bookstore
- 10% - Trains and directs the work of clerical help, including work study and temporary employees

MINIMUM QUALIFICATIONS:

- Advanced secretarial experience
- Experience using computer software such as Excel, Word, Power Point, email, internet browser
- Good written and oral communication skills
- Office management skills
- Experience working independently
- Customer service skills in a multi-tasking, diverse environment.

DESIRED QUALIFICATIONS:

- Work experience in an educational setting, community college or university preferred
- College degree preferred
- Experience working with online student and financial systems (e.g. SIS, CFS)
- Two (2) years' administrative assistant or secretarial experience preferred

SPECIAL WORKING CONDITIONS:

May require prolonged viewing of computer screens. May be required to work days, evenings, weekends and/or at multiple sites. May require State of Arizona Class D Driver's License.

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INTERNAL ONLY

POSITION

11-6-2009

Coordinator Science Lab

Location	Estrella Mountain Comm College	Entry Range	\$39,522.00 - \$46,933.00
Grade	013		
Department	Science	Hours	Mon - Fri, 7:30 am - 4:30 pm; some evening and weekend hours
Work Calendar	12 Months		
Opens	11/2/2009	Closes	11/13/2009
Posting Number	09100040-3		

JOB SUMMARY:

Supervises and trains staff in the preparation of equipment and materials used for lecture and laboratory experiments. Develops and implements laboratory safety procedures that adhere to Occupational Safety and Health Administration (OSHA) standards, as well as outreach activities that promote science education. Works with a diverse population of administrators, faculty, staff, students and the public.

ESSENTIAL FUNCTIONS:

- 35% - Helps design, prepares and troubleshoots labs - communicating with faculty as needed
- 25% - Supervises science lab tech and student workers
- 20% - Maintains inventory in the sciences and orders materials as needed
- 15% - Helps take down and clean labs and equipment
- 5% - Assembles and repairs equipment

MINIMUM QUALIFICATIONS:

- Experience in handling, storage and disposal of hazardous chemicals and knowledge of safety regulations such as OSHA training or certification
- Experience with standard office programs - Excel, Outlook, Word, etc.

DESIRED QUALIFICATIONS:

- Bachelors in physical or natural science OR associate's degree in science plus two years experience in an educational lab setting
- Experience maintaining a budget in a professional setting
- Working experience in an educational laboratory (biological or physical)
- Experience managing collaborative projects
- Supervisory experience

SPECIAL WORKING CONDITIONS:

Chemicals may be used that require chemical fume hoods. May be required to lift objects weighing up to 50 lbs. Flexible work hours to coordinate with other science personnel pertaining to science courses. Probable evening/weekend hours.

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INTERNAL ONLY

POSITION

11-6-2009

Dir College Business Svcs

Location	Glendale Community College	Entry Range	\$65,890.00 - \$78,245.00
Grade	018		
Department	VP Office of Info. Technology	Hours	Monday - Friday 8:00am - 5:00pm
Work Calendar	12 Months		
Opens	11/2/2009	Closes	11/20/2009
Posting Number	09100032-1		

JOB SUMMARY:

Plans, manages and directs all business services including: budget development and management, contractual leases, fixed asset management, and fiscal office function. Works with a diverse population of administrators, faculty, staff, students and the public.

ESSENTIAL FUNCTIONS:

- 40% - Plans, manages and directs all business services of the college, advises and directs staff of fiscal rules and regulations governing college funds.
- 20% - Oversees the cashier office operation and the collection of fees and monies owed the college. Ensures fiscal integrity of college funds.
- 15% - Assists in the development and management of the college budget. Reports on a regular basis to the president and college vice presidents on current budget status. Plans and conducts training programs on budget administration for college personnel.
- 10% - Approves all expenditures of funds, including purchasing, payroll and travel.
- 5% - Serves as principal college agent for all fiscal communication to the district office.
- 5% - Maintains liaison for contractual agreement with outside vendors such as bookstore, food service and copy service.
- 5% - Trains, supervises and evaluates assigned staff. Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

- Supervisory experience in a college business office setting
- Experience with online accounting systems, principles and techniques of accounting and fiscal control
- Experience with budget development and management
- Experience using Excel or other data management programs to produce financial reports and analyze data
- College degree in Public or Business Administration and/or demonstrated experience in administrative and fiscal operations
- Effective communication skills, both oral and written

DESIRED QUALIFICATIONS:

- Advanced degree in Business, Management, Accounting or related field
- Five (5) years of experience as a College Business Manager
- Experience developing and conducting fiscal training for a variety of audiences and skill sets
- Experience working with contracted vendors
- Experience with PeopleSoft, or similar human resource management system, student based information system, and online financial system

SPECIAL WORKING CONDITIONS:

This position works in a standard office setting. May be required to lift objects weighing up to 40 lbs.

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INTERNAL ONLY

POSITION

11-6-2009

Dir Early Outreach Programs

Location	Estrella Mountain Comm College	Entry Range	\$47,966.00 - \$56,959.00
Grade	015		
Department	Community Partnership Program	Hours	Mon - Fri, 8:00 am - 5:00 pm; will require evening and weekend hours
Work Calendar	12 Months		
Opens	11/2/2009	Closes	11/13/2009
Posting Number	09100033-3		

JOB SUMMARY:

Manages the ACE, Jr. ACE, and Hoop of Learning Programs. Directs, plans, promotes implements and evaluates elementary, middle and high school-based college education and enrichment programs; identifies potential at-risk, financially disadvantaged and first generation college bound students in conjunction with service area schools to provide early enrichment programs. Communicates with community partners including elementary, middle and high schools, corporations, foundations, government and community agencies and representatives. Facilitates special project campaigns and events. Works with a diverse population of administrators, faculty, staff, students and the public.

ESSENTIAL FUNCTIONS:

- 40% - Coordinates, recruits, advises, evaluates and develops the ACE/Junior ACE program and Hoop of Learning.
- 20% - Works in conjunction with other campus departments and faculty to develop and coordinate curriculum offerings.
- 10% - Supervises staff working with early outreach programs.
- 10% - Budget management.
- 10% - Coordinates other outreach activities that reach out to underprepared students.
- 5% - Works with district office to plan district-wide policies, procedures and programs for ACE, Junior ACE and Hoop of Learning.
- 5% - Other duties as assigned.

MINIMUM QUALIFICATIONS:

- College degree in Education, Student Services, Social Work or related field and/or experience working with "at-risk" student programs
- Experience working in a higher education environment
- Experience with of academic advising
- Experience developing, managing and monitoring youth programs/projects
- Experience tracking and measuring student cohort outcomes
- Experience developing and monitoring budgets
- Experience making individual and group presentations
- Experience using Microsoft Office including but not limited to Word, Excel and Power Point
- Experience supervising and evaluating staff
- Valid State of Arizona Drivers License*

DESIRED QUALIFICATIONS:

- Master's degree in Education, Student Services, Social Work, Counseling/Higher Education or related field
- Experience with youth development and/or early outreach programs in community colleges
- Experience writing and reporting student learning outcomes and program outcomes
- Experience managing external program and the associated budgets

SPECIAL WORKING CONDITIONS:

Some evening and weekends may be required; Local and in-state travel is required. Prolonged periods by sitting and viewing a computer screen.

*Must meet District minimum standards regarding driving. http://www.dist.maricopa.edu/gvpolicy/adminregs/auxiliary/4_14.htm

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INTERNAL ONLY

POSITION

11-6-2009

Financial Aid Assistant

Location	South Mountain Comm College	Entry Range	\$43,402.00 - \$51,539.00
Grade	014		
Department	Financial Aid	Hours	Mon - Fri 8:00 am - 5:00 pm (Occasional weekend and evening required)
Work Calendar	12 Months		
Opens	11/9/2009	Closes	11/20/2009
Posting Number	09100052-3		

JOB SUMMARY:

Provides operational guidance in a Financial Aid office, acts on the Director's behalf as requested and performs the more technically difficult and responsible financial aid duties including determining award amounts and making awards in all programs. Works with a diverse population of administrators, faculty, staff, students and the public.

ESSENTIAL FUNCTIONS:

- 40% - Reviews and acts on financial aid requests, including validation of information presented, determination of need and award amount, awarding funds, and conducting follow up for all programs; evaluates and acts on appeals; prepares reports required by funding agencies.
- 20% - Trains and directs the work of Financial Aid staff.
- 20% - Researches, analyzes, and interprets funding agency guidelines; maintains liaison with funding agencies; communicates new guidelines to staff; evaluates and recommends office procedures and systems.
- 10% - Responds to difficult financial aid inquiries and problems.
- 10% - Acts on behalf of Director as requested; performs related duties as assigned.

MINIMUM QUALIFICATIONS:

- Experience with financial aid programs involving significant technical and program coordination responsibilities
- Experience with Federal and State financial aid regulations and student financial guidelines
- Supervisory experience
- Experience with financial aid computer systems, software and on line student information systems
- Experience working in an environment with a high level of in-person diverse customer contact

DESIRED QUALIFICATIONS:

- College degree in Business Administration, Education, Finance, Management, Public Administration or a related field
- Experience managing and balancing a federal, state, and/or privately funded program
- Experience working in a high volume environment
- Financial Aid experience in a higher education environment

SPECIAL NOTES:

May be required to work some weekends and evenings; may be required to attend off-site training, workshops and conferences.

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INTERNAL ONLY

POSITION

11-6-2009

Fiscal Technician I

Location	South Mountain Comm College	Entry Range	\$27,018.00 - \$31,786.00
Grade	007		
Department	Fiscal/Cashier	Hours	Mon - Thur, 10:30am -7:30pm, Fri 8:00am- 5:00pm (Some weekends & evening hours)
Work Calendar	12 Months		
Opens	11/9/2009	Closes	11/20/2009
Posting Number	09100047-3		

JOB SUMMARY:

Performs on-line record keeping, verification of documents, and cashiering in the College Business Services Department in accordance with established procedures. Screens documents or on-line information systems for accuracy and completeness. Responds to inquiries regarding the policies, practices, and procedures. Works with a diverse population of administrators, faculty, staff, students, and general public.

ESSENTIAL FUNCTIONS:

- 35% - Front line customer service for college cashier's office for students, faculty, and staff.
- 25% - Processing payments for student transactions to student information system and loan management system.
- 25% - Reviews payroll documents for accuracy & completeness and prepare documents for submission to payroll department.
- 10% - Prepares account balance reports; counts and balances cash collected and prepares bank deposit.
- 5% - Researches and responds to student inquires and refers to appropriate resources.

MINIMUM QUALIFICATIONS:

- Experience with standard office practices, procedures, and equipment; practices, procedures
- Experience with cashiering
- Experience with cash handling procedures
- Customer service experience
- Record-keeping experience

DESIRED QUALIFICATIONS:

- Experience preparing and explaining accounts balance reports
- Experience working in an educational institution
- Experience in human resource and payroll systems and processes
- Experience with PeopleSoft student information system

SPECIAL WORKING CONDITIONS:

May require long periods of sitting and prolonged viewing of a computer monitor; may be required to work days, evenings and occasional weekends.

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INTERNAL ONLY

POSITION

11-6-2009

Instructional Designer

Location	District Support Services Cntr	Entry Range	\$59,082.00 - \$70,159.00
Grade	017		
Department	Center For Learning & Instr	Hours	Monday-Friday 8:00AM -5:00PM
Work Calendar	12 Months		
Opens	11/9/2009	Closes	11/27/2009
Posting Number	09100053-2		

JOB SUMMARY:

Serves as a faculty development specialist in consulting with and providing leadership for faculty and administrators throughout the Maricopa Community Colleges in the design and evaluation of faculty development programs; serves as a leader in the analysis, design, and development of instructional programs; in effective teaching, learning, and assessment methodologies; in academic research; and in instructional innovations.

ESSENTIAL FUNCTIONS:

50%-Leads and coordinates Maricopa's Center for Learning and Instruction (MCLI) faculty development programs; designs, implements, and evaluates faculty development events (ranging from 10-200 in size); consults with faculty and administrators throughout the Maricopa Community Colleges in the analysis, design, and development of instructional programs;
25%-Researches strategies for effective teaching, learning, and assessment; conducts evaluation and needs assessment; provides support for academic research;
15%-Explores new instructional methodologies and technologies; participates in and leads district-wide committees; updates MCLI resources collections that support instructional initiatives;
10%-Publicizes and promotes services, resources, and activities of the MCLI locally and nationally through conference attendance and presentations; performs related duties as assigned.

MINIMUM QUALIFICATIONS:

- A Master's in Instructional Design, Educational Technology, Teacher Education, or a degree in a related field and/or applied experience in instructional design and development with background in learning and instruction, program development and evaluation
- Experience applying adult learning and instructional design theories and principles
- Experience conducting instructional program needs assessment and evaluation
- Experience managing and leading complex programs
- Experience developing support materials for faculty members

DESIRED QUALIFICATIONS:

- Experience planning and facilitating faculty development activities and programs
- Experience conducting academic research
- Experience with instructional application of technology
- Experience working in a team environment
- Experience working in a post-secondary instructional setting
- Teaching experience

SPECIAL WORKING CONDITIONS:

Requires some evening/weekend hours and local travel; a valid State of Arizona Class D Driver's License is required; must meet District minimum standards regarding driving; <http://www.maricopa.edu/legal/rmi/vehicle.htm#requirements>

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INTERNAL ONLY

POSITION

11-6-2009

Learning Associate -Writing Center (1/2 Time)

Location	Chandler-Gilbert Comm College	Entry Range	\$16,113.00 - \$18,956.00
Grade	009		
Department	Learning Assist Center	Hours	Monday - Thursday, 8:00am - 1:30pm
Work Calendar	12 Months		
Opens	11/2/2009	Closes	11/13/2009
Posting Number	09100007-1		

JOB SUMMARY:

Provides writing tutoring for a diverse population of students at all levels of writing ability. Opens the Writing Center four (4) days a week and oversees the physical aspects of the Center. Monitors and assists students with signing on to TutorTrac. Assists with advertising and publicizing Writing Center services to students, faculty and the college community. Assists with compiling research, writing and editing content for the Writing Center web site. Works with a diverse population of administrators, faculty, staff, students and the public.

ESSENTIAL FUNCTIONS:

65% - Provides writing tutoring for students at all levels of writing ability; helps students in all stages of the writing process to develop more effective strategies for generating and organizing their ideas, for enhancing analytical and critical thinking skills, and for revising and editing their own prose through dialogue about their writing and their ideas; explains research strategies and documentation styles; may provide explanation of grammar, syntax, and vocabulary; helps ESL students to understand the conventions for writing an essay in English; may assist students with basic computer procedures, including signing in, using Writing Center software and instructional resources and aids.

15% - Monitors and maintains the operations of the Writing Center, including scheduling part-time tutors, budget, planning, and reporting; ensures suitable materials are available for students at all levels of writing ability; maintains instructional materials, researches appropriate materials, and creates original resource materials both print and online for student use; maintains and reports data on student usage of the Center; advertises and publicizes Writing Center services.

10% - Assists with coordinating and organizing Writing Center tutor training sessions and meetings; assists with compiling research, writing and editing content for Writing Center newsletter and web site; assists with recruiting, hiring and training part-time tutors.

10% - Represents the Writing Center by conducting small or large group presentations for new student orientations, college events, and classroom orientations; assists in the organization and development of writing workshops and presentations for various students, staff, and faculty groups; maintains close relationships with academic divisions and service departments and cooperates with faculty.

MINIMUM QUALIFICATIONS:

- Experience tutoring writing for a diverse population of students at all levels of writing ability
- Experience with general Writing Center operations
- Experience using various web and computer based software programs
- Effective communication skills, both oral and written

DESIRED QUALIFICATIONS:

- College Degree in English or related field and/or tutoring or laboratory experience in English and/or writing
- Experience collaborating with faculty and staff to coordinate, facilitate, and organize meetings, workshops and events
- Experience with departmental budgeting and planning
- Experience creating and maintaining data reports
- Experience with Microsoft Word, Excel, and TutorTrac
- Experience with varied learning styles and cultural differences
- Two years experience tutoring all levels of writing in a community college or university Writing Center

SPECIAL WORKING CONDITIONS:

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May require working some evenings and/or weekends. May be required to travel to other college/campus locations on occasion.

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INTERNAL ONLY

POSITION

11-6-2009

Manager Fitness & Wellness

Location	Scottsdale Community College	Entry Range	\$47,966.00 - \$56,959.00
Grade	015		
Department	Fitness Center NC	Hours	Monday - Friday 8:00am - 5:00pm Evening and Weekend hours may be required
Work Calendar	12 Months		
Opens	11/9/2009	Closes	11/20/2009
Posting Number	09100062-1		

JOB SUMMARY:

Plans, develops, promotes, implements and evaluates a variety of fitness and wellness programs; collaborates with college academic leaders, faculty and fitness center/college staff; supervises fitness center technicians and staff; assists individuals in setting and achieving physical fitness and wellness goals; provides training services and technical assistance in fitness and wellness at the Scottsdale Community College Fitness Center. Supports and participates in a variety of department, college and district activities. Works with a diverse population of administrators, faculty, staff, students and the public.

ESSENTIAL FUNCTIONS:

- 25% - Identifies new internal and external market opportunities for credit and noncredit fitness and wellness programs and implements market development activities to attract new and repeat participants to SCC's fitness center programs
- 20% - Plans, promotes, implements, coordinates and evaluates physical fitness and wellness programs; maintains attendance and workout records
- 20% - Hires, trains, supervises and evaluates assigned fitness center staff
- 15% - Collaborates consistently with the chairperson of the Health, Physical Education, Recreation and Dance (HPERD) Division to coordinate planning, programming, staffing, scheduling, budgeting, purchasing and marketing activities
- 10% - Prepares and monitors budgets
- 5% - Determines equipment needs and supervises maintenance and repair services and records
- 5% - Supports and participates in college-wide programs and activities, including professional development

MINIMUM QUALIFICATIONS:

- College Degree in physical fitness, physiology or anatomy and/or experience related to fitness assessment, workout prescription and circuit training experience
- Management or supervisory experience in a physical fitness and/or wellness organization
- Marketing and promotional experience in a fitness and/or wellness organization
- Experience working with diverse populations, including college age students senior citizens and physically disabled

DESIRED QUALIFICATIONS:

- Experience running a Fitness Center using a full cost recovery model
- Experience developing and implementing a business plan
- Experience developing and successfully executing a comprehensive marketing plan
- CPR and AED Certification
- Computer skills, including word processing, excel and e-mail.

SPECIAL WORKING CONDITIONS:

May be required to lift up to 50 lbs, stand for extended periods, use and demonstrate physical fitness equipment that requires strength, i.e., lift 50 lbs and endurance. May be required to work on weekends, evenings and in a split-shift assignment.

Each posted position requires a separate application. The screening process can take from two to four weeks. If selected for an interview, applicant will be contacted.

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MARICOPA COMMUNITY COLLEGES: JOB OPPORTUNITIES

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INTERNAL ONLY

POSITION

11-6-2009

VP Admin Services

Location	Mesa Community College	Entry Range	\$93,290.00 - \$110,781.00
Grade	021		
Department	Office of the President MCC	Hours	Mon-Fri, 8am - 5pm
Work Calendar	12 Months		
Opens	11/9/2009	Closes	11/20/2009
Posting Number	09100036-4		

JOB SUMMARY:

The Vice President of Administrative Services at Mesa Community College serves as the chief financial, technology and operational officer. Functioning as a member of the college's Senior Management team, the Vice President provides vision, leadership, and strategic direction for a division that delivers comprehensive fiscal, institutional technology and administrative services and programs in a large, highly complex, multi-campus environment. The Vice President plays an integral role in the mission critical issues of how technology impacts teaching, learning, and organizational success and provides leadership for Fiscal Services, Cashier Services, Institutional Technology, Media Services, Human Resources, Public Safety, and Occupational Health and Safety. The Vice President demonstrates a commitment to diversity, innovation, and integrity; and collaborates across the college to insure service excellence and student success.

ESSENTIAL FUNCTIONS:

30% - Fiscal: Plans, directs and implements the fiscal and general operation of the college to include evaluation, forecasting and reporting on budget status; collaborates with college administration on development of additional revenue streams; directs specification writing, bid solicitation, writing and proposal evaluation; provides leadership for, and coordinates needs assessment, operational and equipment plan development, contracts negotiation and monitoring, lease/purchase/licensing agreements, capital purchasing, and various means of equipment acquisition; verifies compliance with regulatory agencies' requirements

30% - Technology: Directs the development, assessment, and maintenance of a comprehensive Strategic and Operational Technology Master Plan; provides oversight for technology infrastructure, administrative systems, technical training, academic and instructional technology support, user support, external access, audio/visual/multi-media development and conferencing, and network security; assesses college computer needs and abilities and develops operational and equipment plans and recommendations; insures that technology implementation occurs in an integrated manner and for the benefit of both instructional and operational purposes

20% - Collaborative Support: Fosters communication and collaboration across the college and District to provide instructional, e-learning, and student technology support, successful implementation and utilization of administrative technology applications, development of technology solutions and operational processes and procedures that support operational efficiency and effectiveness; represents and advocates for the College's institutional interests to the community and within the Maricopa Community College District councils and committees; acts as an advisor to the College President

10% - Facilities: Directs the development and implementation of a College Facilities Master Plan encompassing policies and procedures for the maintenance, operation and community/personnel use of the physical facilities and grounds; provides oversight for the planning and implementation of college capital improvements, OSHA, construction, remodeling, and facility sustainability (ACUPAC); works closely with District Office facilities, planning, and development on major constructional projects.

10% - Operations: Provides leadership and direction for a division that supports the institution's comprehensive mission and goals of responsiveness and efficiency; provides oversight for the college human resources functions and organizational development issues; provides oversight for the College Safety department, including emergency response plans, and public safety; serves as college representative in working with vendor agencies; inspires a diverse group of directors, managers, and staff through mentoring, professional development, and coaching; performs related duties as assigned by the President

MINIMUM QUALIFICATIONS:

Each posted position requires a separate application. The screening process can take from two to four weeks. If selected for an interview, applicant will be contacted.

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- Experience with current practices in administration of institutional operational areas and related support activities such as college personnel practices, budgetary management and operational program development
- Experience assessing operational needs and developing responsive programs
- Experience managing staff in planning and delivering services
- Experience coordinating activities with a variety of college staff and departments
- Experience developing, advocating for, and administering budgets
- Experience communicating effectively orally and in writing
- Experience establishing cooperative working relationships with persons contacted in the course of performing assigned duties
- Master's Degree in Business Administration, Information Technology or closely related field
- Professional experience managing technology departments and systems in a complex organization
- Demonstrated success planning and implementing large-scale projects and institutional change related to those projects

DESIRED QUALIFICATIONS:

- PhD, EdD or other terminal degree
- Experience developing, supporting, and maintaining sustainable facilities (ACUPCC)
- Progressively responsible experience and accomplishments in administrative, technology, facilities, and/or fiscal affairs in higher education or comparable setting
- Experience facilitating collaboration and group decision making
- Senior level technology leadership or management experience of major IT operations
- Demonstrated experience championing and providing service excellence
- Experience developing managers and staff who can meet or exceed operational and service goals and who can motivate and lead others.
- Experience in strategic and operational planning and budget development and administration, problem solving, and crisis management
- Experience with security issues, policy development, contract negotiations, legal issues, institutional technology, administrative services, and business continuity
- Demonstrated ability to collaborate across organizational boundaries with diverse groups of faculty, staff, local and national organizations, other educational institutions, and vendors
- Experience making research-based and data-driven decisions, maximizing the use of computing and communications technology resources; and preparing, analyzing, and interpreting reports

SPECIAL WORKING CONDITIONS:

May require evening and weekend hours. May require local and occasional out-of-state travel. May require working at multiple sites. May require prolonged periods of sitting, standing, bending, stooping, and lifting up to 20 pound objects. May require prolonged viewing of CRT screen.

Each posted position requires a separate application. The screening process can take from two to four weeks. If selected for an interview, applicant will be contacted.

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INTERNAL ONLY

POSITION

11-6-2009

VP Student Affairs

Location	Mesa Community College	Entry Range	\$93,290.00 - \$110,781.00
Grade	021		
Department	Office of the President MCC	Hours	Mon-Fri, 8am - 5pm, hours may vary
Work Calendar	12 Months		
Opens	11/2/2009	Closes	11/20/2009
Posting Number	09100041-4		

JOB SUMMARY:

The Vice President of Student Affairs at Mesa Community College is a dynamic senior level executive who excels at providing vision, leadership, and strategic direction for a student affairs division that delivers comprehensive enrollment and student support services in a large, multi-campus environment. The Vice President provides exemplary leadership and collaborates across the college to provide progressive enrollment management and retention strategies that lead to student success; demonstrates a commitment to student success, collaboration, diversity, service excellence, innovation, transparency, and integrity; works effectively and collaboratively in a highly complex, challenging environment.

ESSENTIAL FUNCTIONS:

45% - Leadership : Provides college-wide vision, leadership, and strategic direction related to enrollment management and student support areas of the college; acts as an advisor to the College President and the President's Cabinet in matters pertaining to student affairs programs at MCC and in the District; collaborates with the president, the senior level executive team, and the college community to plan, prioritize, and successfully implement strategic and operational initiatives in accordance with the college strategic plan; promotes collaboration, cooperation, and partnerships with public schools and institutions of higher education; facilitates collaborative relationships between student affairs, academic affairs, and other college divisions to ensure student success; ability to connect with diverse constituencies including students, staff, faculty, and the community

35% - Enrollment Management: Develops and implements a comprehensive strategic enrollment management plan and chairs the college strategic enrollment committee; works in collaboration with faculty and academic leadership in initiating and implementing student success and retentions programs; works with Institutional Advancement to develop and implement marketing, outreach, and recruitment programs

20% - Administration: Represents the college in relations with District, local, state, and federal agencies; advocates for MCC student affairs issues while serving as an official college representative to District committees and task forces including District Student Affairs Council, District Athletic Council; and Arizona Community College Athletic Conference; manages, mentors, evaluates, and promotes the professional development of student affairs staff and personnel; prepares and monitors all budgets involving student affairs, college activities and athletic programs; supervises research activities concerned with the evaluation, improvement and monitoring of student services programs; supports the institutional advancement efforts of the College with business, community and educational leaders, including scholarship fund-raising and alumni development; oversees student discipline procedures and processes dealing with student behavioral issues; consults with administrators and faculty to resolve student disciplinary issues and assure procedural fairness. Provides direction and supervision to ensure accuracy and compliance with federal, state, and college policy and procedures

MINIMUM QUALIFICATIONS:

- Master's degree from a regionally accredited institution
- Demonstrated broad and comprehensive experience in higher education including student affairs administrative leadership
- Effective communication skills
- Experience in strategic planning and budget management
- Experience establishing collaborative partnerships across departments and programs

DESIRED QUALIFICATIONS:

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- Doctoral (or terminal) degree from a regionally accredited institution
- Community college experience; demonstrated understanding of the mission of community colleges
- Three (3) or more years of demonstrated progressive leadership experience in student affairs
- Leadership experience in a large, complex, multi-campus environment
- Demonstrated ability to research and use of evidence based decision making when implementing best practices in enrollment management, student affairs, athletics, student development, student support services, and student retention that contribute to enrollment growth and student success
- Demonstrated experience working with diverse, at-risk and special needs populations;
- Demonstrated understanding of student development theories and the ability to infuse student success into all college programs and initiatives
- Experience facilitating agreement, persuading others, and resolving conflict
- Ability to respond in a positive manner to the concerns of internal and external constituencies

SPECIAL WORKING CONDITIONS:

May require evening and weekend hours. May require local and occasional out-of-state travel.

May require prolonged periods of sitting, standing, bending, stooping, and lifting up to 20 pound objects. May require working at multiple sites. May require prolonged viewing of CRT screen. Some positions may require a Class D Arizona State Driver's license.

Each posted position requires a separate application. The screening process can take from two to four weeks. If selected for an interview, applicant will be contacted.

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