



**THE SEARCH FOR THE VICE PRESIDENT
FOR ADMINISTRATIVE SERVICES
WEST LOS ANGELES COLLEGE**

West Los Angeles College, in its search for a Vice President for Administrative Services, welcomes inquiries from qualified candidates who are interested in joining an educational community marked by continued growth, financial stability, and authentic commitment to its vision to be “a gateway of success for every student.”

We are looking for an individual who can contribute his/her expertise in finance and administration to a vibrant college that is distinguished by

- Continuous and sustained enrollment growth (6.1% increase in enrollment in 2018-2019),
- An aggressive capital construction program (two new buildings currently under construction and a third in the planning stages),
- The most successful community college bachelor’s program in the State of California (Dental Hygiene),
- Consistency in financial stability (ending each of the last three fiscal years with a healthy balance),
- A strong system of participatory governance with committed leadership at all levels,
- The recent announcement of the award of a \$12 million grant from the Department of Labor for the development of apprenticeships (the largest grant in the College’s history).
- The only associate’s degree in Climate Change Studies in the United States (additionally, beginning this fall, a campus-wide initiative to establish West Los Angeles College as an institution that models best practices as an environmentally sustainable institution), and
- An aggressive initiative in community outreach that has resulted in several high school/college articulation agreements and special programs with surrounding baccalaureate/master’s institutions.

We are searching for the right individual who would like to join our community of educators and who both embodies and embraces several characteristics fundamental to success at West.

- The Vice President must be a consummate professional with the necessary skills and experience to effectively supervise and advocate for several vitally important functions under his/her jurisdiction, including Facilities, Information Technology, Human Resources, Business Services, Purchasing, Bookstore, and facilities leasing (the College generates significant income through the rental of our facilities for location shoots for television and motion pictures).
- The Vice President must be committed to working in an atmosphere of participatory governance that values and expects transparency and consultation, including the process of collaborative orientation with Academic Affairs and Student Services in fiscal management and cost-sharing regarding categorical, grants, contracts, and unrestricted funds.

~ continued ~

- The Vice President must be comfortable with an atmosphere of leadership that embraces progressive thinking and creativity in order to provide the best possible educational experience for our students and a positive working environment for our faculty and staff.
- The Vice President must consistently and overtly display the highest level of professionalism in problem-solving and conflict resolution.
- Finally, the Vice President must be committed to the concept of climate change as a crisis that demands the use of institutional resources (both internal and external) to establish a culture of climate awareness on campus, both in terms of operations and educational outreach.

The opportunity at West Los Angeles College affords the right candidate the opportunity to contribute to a progressive, growing institution marked by significant academic programs, financial stability, and a collaborative working environment. If this is an environment that appeals to you, please consider submitting your application at the Los Angeles Community College District [Personnel Commission website](#) .

The deadline for applications is 4 p.m. PST Friday, September 13, 2019.

The preferred start date is January 2, 2020.

<https://www.jobapscloud.com/LACCD/sup/bulpreview.asp?R1=19&R2=1009&R3=001>



WEST LOS ANGELES COLLEGE
9000 Overland Blvd - Culver City, CA 90230
GO WEST. GO FAR.