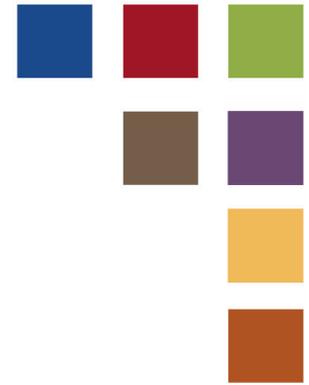




Admin 002: Dive Into Administration



Admin 002 is for faculty and classified professionals who are in the “decision” phase of their career journey and are preparing to or are actively applying for administrative or management positions. Every ACCCA PD program is strategically crafted to guarantee a diverse group of highly skilled leaders is prepared to meet the future administrative requirements of California community colleges.

Whether you are interested in advancing at your current institution or moving to a different college, this program will provide you with unique insights into how to best prepare for the process.

Program Overview

- Sessions will provide participants with tips and tricks on how to navigate the interview cycle from beginning to end, which includes researching job descriptions that fit your experiences, submitting application materials that highlight your strengths, and preparing for the first and second rounds of interviews.
- Application required to be accepted into this program.
- If accepted into the program, the cost is \$250 – *which includes a 1-year ACCCA Associate membership.*
- Comprehensive two-day virtual program.
- Explores concepts and strategies on how to best prepare for administrator-level interviews in the California community college system.
- Admin 001 is not required as a prerequisite for enrolling in Admin 002.
- Learn from seasoned top administrators in a cohort or community learning environment.

Who should consider this program?

- **FUTURE ADMINISTRATOR** Faculty, classified professionals, or anyone considering an administrative role in their professional future.

Learning Outcomes

1. Explore concepts and strategies on how to best prepare for administrator positions in the California Community College system.
2. Develop skills in researching and identifying positions that fit your experience.
3. Understand strategies in navigating the application materials that highlight your strengths and how to prepare for the first and second round interviews.

YOUR Professional Development **STARTS HERE**



How To Apply

- Admin 002 is a virtual program that takes place in January each year.
- Visit acca.org or scan the QR code above to apply to the program or join our interest list if applications are not yet open.
- All applications go through a vetting process with our Program Team.

Email events@acca.org with any questions.

