
Founded in 1913, Fullerton College is the oldest community college in continuous operation in California. As one of five institutions of higher learning in the city of Fullerton, the college is an integral part of a complex higher education system.

The 83-acre campus features instructional buildings that include conventional classrooms as well as laboratory facilities for science, art, computer technology, photography, automotive services, physical education and other specialized programs. A full complement of athletic fields and facilities surrounds the campus. Dr. Rajen Vurdien is the President.

Fullerton College offers its students a comprehensive academic experience, in a real college setting. We are committed to quality education in all areas of study, ranging from transfer-level courses to career certificate programs. These programs, coupled with our full complement of student support services and excellent faculty virtually ensure student success.

Fullerton College is a designated Hispanic-Serving Institution authorized under Title V of the Higher Education Act. The college recognizes the value of diversity in the academic environment of students, as well as faculty and staff, in promoting mutual understanding and respect, and in providing suitable role models for students. Fullerton College – Excellence. Elevated.

For further information about the position contact:
David Grossman – Dean, Physical Education
dgrossman@fullcoll.edu

NOCCCD: “Greatness. Achieved.”

The mission of the North Orange County Community College District is to serve and enrich our diverse communities by providing a comprehensive program of educational opportunities that are accessible, academically excellent, and committed to student success and lifelong learning.

Two of the state’s premiere colleges and one of its most extensive continuing education programs combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 64,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. Our college students are able to shape their futures in programs leading to associate degrees, vocational certificates, and transfer opportunities. Life-long learning also is possible in our continuing education programs that range from high school completion and basic skills mastery through an array of vocational training and self-development courses.

Fullerton College

1830 W. Romneya Dr.
Anaheim, CA 92801
THE POSITION

ATHLETIC DIRECTOR
JOB# FCM953

STARTING DATE
Within a mutually agreeable time, as soon as possible after acceptance of the position.

BASIC FUNCTION
Under the direction of the Dean, Physical Education, the Athletic Director is responsible for the planning, organization and administration of the intercollegiate athletic program.

DUTIES AND RESPONSIBILITIES
Duties and responsibilities as presented are intended to be representative. The Dean reserves the right to modify the assignment and allocation of duties in accordance with operational needs.

Administer, direct and supervise all aspects of the intercollegiate athletic programs as they relate to facilities, schedules, athlete eligibility, physical examinations, equipment, transportation and insurance.

Develop, direct, and supervises the men’s and women’s intercollegiate athletic program including staffing, budget development and management, and game management, and division facility rentals.

Ensure compliance with all rules, regulations, procedures to achieve department and district goals, and policies for the intercollegiate athletics program as established by conference constitution and bylaws, the National Collegiate Athletic Association (NCAA) and California Community Colleges Commission on Athletics (CCCAA).

Plan, develop, coordinate, and implement fundraising activities and events for the athletic department and individual athletic teams.

Assume responsibility for the intercollegiate athletic program’s compliance with Title IX objectives and conduct regular meetings and training to promote strict adherence among personnel and student athletes to conference and State athletic rules, regulations, and codes including student eligibility guidelines.

Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned activities, programs and operations; recommend and administer policies, procedures and programs; participate in long-range planning activities.

In collaboration with the Office of Admissions and Records, ensure compliance and monitor student athletic eligibility in accordance with state, conference, and District rules.

In consultation with appropriate staff, schedule and supervise the use of appropriate intercollegiate athletic facilities and recommend improvement of the physical plant as necessary.

Ensure compliance with District, conference and state regulations with the recruitment and retention of student athletes.

Establish an atmosphere that promotes student success and integrates intercollegiate athletics into the broader educational mission of the District and maintains high standards of performance and ethical conduct for faculty, staff, and students.

Direct and participate in the preparation of a variety of statistical and narrative reports, records and files related to assigned operations and programs; compile intercollegiate athletic program statistics and reports as required.

Represent the District as an active member and participant at local, regional and state meetings; attend conference meetings for directors of athletics as required.

Coordinate publicity and public relations activities for the intercollegiate athletics program. Direct and review intercollegiate athletics web page content, as well as the appropriate use of other electronic social networking platforms to promote NOCCCD Athletics.

Plan, organize, manage and evaluate the work of assigned staff, develop, implement and monitor work plans to achieve assigned goals and objectives; contribute to development of and monitoring of performance against the annual department budget; participate in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve department and district goals, objectives and performance measures consistent with the District’s quality and service expectations.

Provide day-to-day leadership and work with staff to ensure a high performance, customer service oriented work environment which supports achieving District objectives and service expectations; provide leadership and participate in programs and activities that promote a positive employee relations environment.

Plan, organize and arrange appropriate training and staff development activities; provide orientation for new employees.

Attend a variety of meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.

Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of students, faculty and staff.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Master’s degree from a regionally accredited institution.

At least one year of formal training, internship or leadership experience reasonably related to the assignment.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of students, faculty and staff.

DESIRABLE QUALIFICATIONS

Master’s degree from an accredited institution in Physical Education, Exercise Science, Kinesiology, Athletic Administration or related field.

Minimum of three years of experience as a head coach or athletic administrator, preferably at the community college level.

SALARY

The initial salary placement range is $107,762 - $136,354 annually, 12-month position, plus an additional $2,600 annually for an earned doctorate from an accredited institution. Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable.

BENEFITS

The District is a participating agency in the CalPERS Hospital and Medical Care plan which allows eligible employees to select from several plans for their hospital and medical care. The District pays the full cost of the employee-only health insurance premium for the plan selected by the employee. In addition, the District provides a discretionary fringe benefit allowance that may be allocated toward the premium cost of eligible dependent health insurance, dental insurance, long-term disability insurance, life insurance, accident insurance, income protection insurance, and available investment options.

APPLICATION PROCEDURE

Reference Job #FCM953 in all correspondence. Download the District Academic Application on our website at http://www.nocccd.edu, or email requests to hr@nocccd.edu, or contact the Human Resources Office at (714) 808-4810. All application materials must be submitted with the District Academic Application as a complete package.

A complete application package MUST include the following:

1. Completed District Academic Application.
2. Letter of interest which demonstrates written communication skills and addresses the qualifications relevant to the position.
3. Resume describing educational background and work experience.
4. Undergraduate AND graduate college transcripts (may be unofficial). The award of all degrees must be verifiable on a legible transcript. Evaluations of foreign degrees and/or course work are required. See our website at www.nocccd.edu/Employment for information regarding evaluation of foreign degrees.

Incomplete application packages and/or applications without signatures will not be considered. Failure to sign and complete all fields in the General Information section of the application will be considered an incomplete application. All mandatory supplemental forms must be completed and returned with the application. All submitted materials become the property of the North Orange County Community College District and will be considered for this position only. The District will not return or make photocopies of application materials.

1. District Academic Application
2. Letter of interest
3. Resume
4. Transcripts

Additional Information

Minimum of three years of experience as a head coach or athletic administrator is preferred.