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. Applicant bears the sole responsibility for ensuring that the application package is complete when submitted. Materials submitted independently of the application package will not be accepted.

Submit application package to:
Human Resources Office
North Orange County Community College District
1830 W. Romneys Dr.
Anaheim, CA 92801

DEADLINE FOR APPLICATIONS
Application package must be received by 5:00 pm, October 28, 2013. Postmarks will not be honored. Application packages received after the closing deadline will not be accepted. The District does NOT accept application materials by fax or email.

SELECTION PROCESS
The Hiring Committee will paper screen applications and select a limited number of candidates for an interview. This process will take several weeks. At the time of the interview a presentation and/or a written exercise related to the assignment may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications DOES NOT ensure an interview.

Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date. The candidate selected for employment will be required to provide the following: official transcripts verification of experience prior to the first duty day; identification and eligibility for employment within three (3) days of employment, pursuant to the Immigration Reform and Control Act; fingerprints and required medical certification pursuant to statute. NOCCCD will not sponsor any visa applications.

CYPRESS COLLEGE: “Minds. Motivated.”
Cypress College has motivated the minds of students since 1966. For nearly a half-million people – including actors, athletes, doctors, executives, mechanics, nurses and teachers – Cypress College has been a springboard to their dreams. For some, Cypress College is the ticket into their university of choice and for others it provides essential training for a rewarding career. Just one Cypress College class is often all it takes to provide cutting-edge skills that lead to a promotion or a new job. Cypress College – Minds. Motivated.

Cypress College’s 16,500 students and the highly qualified teaching faculty are proud of the many excellent academic and vocational programs. Cypress College offers 58 university-transfer majors, 141 career-certificate programs, and degrees in 51 areas of study. Dr. Robert Simpson is the president.

Cypress College can be found on the web at www.cypresscollege.edu.

For further information about the position contact:
Gilbert Contreras – Manager, EOPS
gcontreras@cypresscollege.edu

NOCCCD: “Greatness. Achieved.”
The mission of the North Orange County Community College District is to serve and enrich our communities and inspire life-long learning by providing education that is exemplary, relevant, and accessible.

Two of the state’s premiere colleges and most extensive continuing education program combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 70,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. 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 continuing education programs that range from high school completion and basic skills mastery through an array of vocational training and self-development courses. The NOCCCD campuses serve an area of over one million diverse people – each pursuing their own, unique ambitions. The NOCCCD – Greatness. Achieved.

The District is governed by a seven-member Board of Trustees, elected by registered voters residing in the District. The Chancellor is Dr. Ned Doforey. The total District budget for 2012-13 was $194 million.

Cypress College and Fullerton College offer associate degrees, vocational certificates, and transfer education as well as developmental instruction and a broad array of specialized training.

The School of Continuing Education offers a variety of academic, training, and enrichment opportunities, including: high school completion, basic skills mastery, vocational certificates, and self-development courses.

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District's full policy on non-discrimination, sexual harassment, sexual assault treatment and counseling and maintenance of a drug-free environment is available online at www.nocccd.edu.
THE POSITION
DIRECTOR, INSTITUTIONAL RESEARCH AND PLANNING
Job #CCM963

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

BASIC FUNCTION
Under the direction of the college president or designee, this position is responsible for planning, developing and implementing comprehensive research activities for use in institutional planning, reporting, evaluation and decision-making, and for directing and coordinating the college's educational and institutional planning process and evaluation of institutional effectiveness.

DUTIES AND RESPONSIBILITIES
Direct and coordinate the comprehensive college strategic planning and accreditation processes, including development of college priorities and assessment of outcomes; serve as the College Accreditation Coordinator/Liaison Officer; conduct and update college environmental scanning and planning assumptions; prepare comprehensive reports for documenting institutional progress toward District, state and federal accountability standards; prepare regular written communications for campus distribution on research issues and data relevant to institutional goals.

Coordinate the timely collection and preparation of data for statutory reporting requirements; serve as liaison with District Information Services as appropriate; coordinate the accuracy of data for reporting to external agencies; interpret technical research data; findings and reports generated by external agencies and present implications and limitations as they pertain to the college; remain informed of state and federal legislation and regulations with implications for research and evaluation of college programs and institutional effectiveness.

Direct the preparation of the institutional research and planning budget; monitor and control budget expenditures; prepare and maintain a variety of records and reports related to institutional research and planning operations, activities and outcomes.

Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes.

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.

Perform related duties as assigned.

REQUIRED QUALIFICATIONS
Bachelor's degree with educational background in statistics or related field.

Minimum two (2) years of direct experience in designing and implementing successful research projects.

Thorough knowledge of general research design, methodology, and standard statistical procedures including data sampling and reduction, correlation analysis, projections, display and reporting methods, and other qualitative and quantitative measures applied to educational and social research.

Demonstrated proficiency in utilizing computer applications, including spreadsheet, word processing, and database software.

DESIRABLE QUALIFICATIONS
Possession of a Master's degree with educational background in statistics, research or related field.

Experience in communicating technical statistical information to diverse constituents.

Experience in the development and implementation of comprehensive strategic planning including educational master planning.

Knowledge of the accreditation process in higher education.

Administrative experience, preferably in a diverse community college environment.

SALARY
This is a designated classified management position subject to a one-year probationary period. The initial salary placement range is $107,801 - $136,403 annually, 12-month contract, 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, vision insurance, life insurance, accident insurance, income protection insurance, and available investment options.

APPLICATION PROCEDURE
Reference Job #CCM963 in all correspondence. Download the District Classified Management 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 Classified Management Application as a complete package.

A complete application package MUST include the following:

1. Completed District Classified Management 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 to complete all fields in the General Information section of the application will be considered an incomplete application. All