THE POSITION
Director, Institutional Research and Planning
Job #CCM973

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 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; serves 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 manner.

Perform related duties as assigned.

REQUIRED QUALIFICATIONS
Bachelor’s degree with educational background in education, research, statistics or related field; Master’s degree preferred. Additional $2,600 annually for an earned doctorate from an accredited institution. 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.

Direct 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.

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 #CCM973 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 Academic 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). Evidence of degree conferred/awarded must be printed on the transcripts. 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 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.

Submit application package to:
Human Resources Office
North Orange County Community College District
1830 W. Romneya Dr.
Anaheim, CA 92801
DEADLINE FOR APPLICATIONS
Application package must be received by 5:00 pm, October 27, 2008. 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 and 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.

CYPRESS COLLEGE
Founded in 1966, Cypress College provides service to the community, offering a comprehensive educational program to its students. It is a student-centered institution, striving to achieve its vision of “A Premier Learning Environment for Student Success and Community Enrichment.” Faculty, staff and students work together in an atmosphere of open communication and mutual respect. A variety of innovative programs and specialty-funded services provide creative learning opportunities for everyone on campus.

The college enrolls approximately 13,000 students each semester. There are over 200 full-time faculty (including 19 counselors) and over 450 adjunct faculty who are supported by more than 200 classified employees and 32 managers.

Incorporated in 1972, the Cypress College Foundation is a tax-exempt, nonprofit organization chartered to encourage contributions on behalf of the college. The Foundation is governed by a Board of Directors consisting of leading citizens of the Cypress College community. The Foundation’s current net worth is over $1 million.

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

For further information about the position contact:
Dave Wassenaar – Dean, Business/CIS
(714) 484-7217

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
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.

Located approximately 40 miles southeast of Los Angeles, California, the North Orange County Community College District is the 12th largest in the nation, serving approximately 70,000 students each semester. The geographic boundaries of the District encompass 155 square miles.

The District includes the following cities: Anaheim, Brea, Buena Park, Cypress, Fullerton, La Habra, La Palma, Los Alamitos, Placentia, Rossmoor, Yorba Linda, and portions of the following cities: Garden Grove, La Habra Heights, La Mirada, Orange, Seal Beach, Stanton, Whittier, and unincorporated territory in both Los Angeles and Orange counties. There are more than one million people living within its boundaries. The District is governed by a seven-member Board of Trustees, elected at large by registered voters residing in the District. The Chancellor is Dr. Ned Doffoney. The total District budget for 2007-08 was $209 million.

The District includes Cypress College, Fullerton College, and the School of Continuing Education.

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 non-college credit programs including: high school completion, basic skills, vocational certificates, and self-development courses.

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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.