North Orange County Community College District

EMPLOYMENT OPPORTUNITY

1830 W. Romneya Drive, 9th floor, Anaheim, CA 92801-1819
Telephone: (714) 808-4810      Job Line: (714) 808-4811
E-Mail Address: hr@nocccd.edu      Website: www.nocccd.edu

SPECIAL PROJECTS DIRECTOR –
LIBRARY RESOURCE CENTER (LRC) ACADEMIC SUPPORT PROGRAMS
CYPRESS COLLEGE
JOB # CCT995
(Temporary Specially-Funded Position)

POSITION:
Special Projects Director – LRC Academic Support Programs
100% Temporary Management Position

APPLICATION DEADLINE DATE:
June 27, 2007

POSITION STARTING DATE:
August 7, 2007

POSITION ENDING DATE:
June 30, 2008. At the discretion of the District, the position may be renewed for the subsequent fiscal year, contingent upon project requirements and continuation of funding.

SALARY:
$253.53 / Day (Plus stipend in lieu of benefits).

BASIC FUNCTION:
Under the direction of the Dean, Library and Learning Resource Center, the Special Projects Director of LRC Academic Support Programs performs a variety of supervisory duties in developing, organizing and coordinating academic assistance programs and services offered at the college.

MAJOR DUTIES AND RESPONSIBILITIES OF POSITION:

• Perform varied and responsible duties in the organization and administration of college academic support services including Supplemental Instruction (SI), Title V PAL (Peer-Assisted Learning) Tutoring, and other academic support programs as assigned.
• Oversee the recruitment, screening, selection, scheduling, training and mentoring of SI leaders and PAL tutors.
• Supervise and evaluate the performance of assigned staff and provide for staff orientation.
• Oversee the operation of a comprehensive tutor-training program for PAL tutors, SI leaders and other LRC tutors at the college.
• Complete and submit PAL Tutoring Program and Supplemental Instruction qualitative and quantitative reports.
• Serve as liaison between instructors, students and department coordinators across the campus; oversee facility usage for SI and PAL sessions.
• Serve as liaison between Cypress College and neighboring four-year colleges and universities for purposes of tutor recruitment.
• Develop and prepare the annual budget for assigned programs; authorize and monitor expenditures; maintain appropriate records and controls to assure that programs operate within established budget limitations and guidelines.
• Oversee the processing of documentation (Temporary Employment Agreements, time sheets, etc.) required of all funded personnel relative to PAL Tutoring Program, Supplemental Instruction and Individual Tutoring offered through the LRC.
• Attend training and workshops as necessary to remain current in the fields of tutoring, supplemental instruction and peer assisted learning.
• Approve time accountability forms for quantitative internal evaluation.
• Report to the Title V Project Manager and Component II Coordinator, as applicable, on the progress, success, and evaluation of the PAL Tutoring Program.
• Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

• Master’s degree or equivalent AND one year formal training, internship, or leadership experience reasonably related to this position.
• At least three years of successful classroom teaching experience, preferably in higher education.
• Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students.
DESIRABLE QUALIFICATIONS:

- Administrative experience as a project leader, department coordinator, or similar experience demonstrating increasingly responsible supervisory duties.
- Familiarity with data collection, statistical analyses and preparation of formal reports; effective organizational skills including analysis and problem solving.
- Experience in the application of effective strategies for assisting under-prepared college students.
- Experience supervising an academic assistance program, such as supplemental instruction tutoring, or peer assisted learning.
- Strong positive interpersonal skills that encourage innovation and collaboration.
- Experience in publicity, marketing and/or outreach.

ABILITY TO:

- Communicate effectively orally and in writing.
- Work cooperatively and productively with a wide variety of persons in various disciplines.

APPLICATION PROCEDURE:

Reference Job # CCT995 in all correspondence. Request DISTRICT APPLICATION by contacting the Office of Human Resources at (714) 808-4810, or visit our website at http://www.nocccd.edu for an on-line application. All application materials must be submitted with the DISTRICT APPLICATION as a complete package.

A complete application package for this position MUST include the following:

1. Completed DISTRICT MANAGEMENT APPLICATION.
2. Letter of interest demonstrating written communication skills.
3. Resume describing educational background and work experience.
4. Undergraduate AND graduate college transcripts (may be unofficial).

INCOMPLETE APPLICATION PACKAGES AND/OR APPLICATIONS WITHOUT SIGNATURES WILL NOT BE CONSIDERED. All submitted materials become the property of the North Orange County Community College District, will not be returned, will not be photocopied, and will be considered for this position only. Applicant bears the sole responsibility for ensuring that the application package is complete when submitted.

Submit application package to:
Office of Human Resources
North Orange County Community College District
1830 W. Romneya Drive, 9th floor
Anaheim, CA 92801-1819

DEADLINE FOR APPLICATIONS:
Application package must be received by 5:00 p.m., June 27, 2007. (Postmarks will not be honored.) Applications received after the closing deadline will not be accepted. The District does NOT accept application materials by e-mail or FAX.

SELECTION PROCESS:
The Hiring Committee will paper screen applications and select a limited number of candidates for an interview. 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 specified 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. Candidate(s) 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. All employees driving either their own, leased, or district-owned vehicles for District related activities must certify that they possess a valid California Drivers License. (Board Policy 6010, Section 4.0) THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

For further information specific to the nature of the position, please contact:
Dr. Carol Welsh, Dean Library/Learning Resource Center & Distance Education (714) 484-7302 OR
Dr. Steve Donley, Dean, Vocational/Technical Education & Economic Development (714) 484-7233

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.