DEADLINE FOR APPLICATIONS
Application package must be received by 5:00 pm, January 29, 2010. 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 interview, 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.

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. Kathleen Hodge 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 – Excellence. Elevated.

Fullerton College can be found on the web at www.fullcoll.edu.

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 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 at large by registered voters residing in the District. The Chancellor is Dr. Ned Doffoney. The total District budget for 2008-09 was $212 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.

For further information about the position contact: Lisa Campbell – Dean of Counseling (714) 992-7085
THE POSITION

DEAN – ADMISSIONS AND RECORDS
Job #FCM989

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

BASIC FUNCTION
Under the direction of the college Vice President, this position is responsible for performing a variety of administrative and supervisory duties related to the functions and activities of college admissions and records operations.

DUTIES AND RESPONSIBILITIES
Plan, organize and direct the operations and activities of the Admissions and Records Office, including student admissions, registration, graduation and certification, and academic records.

Develop and implement plans and policies to facilitate and improve admissions and records programs and services; assure compliance with applicable laws, rules, regulations, policies and procedures; provide technical information related to the interpretation and application of admissions and records policies and procedures.

Plan, organize and direct registration procedures for classes; implement and direct policies and activities related to the determination of student residency, the acquisition of related permits, and the admission of international students.

Interpret and apply policies related to graduation, general education certification, credit by examination, vocational certification, military credit and athletic eligibility; direct student appeals procedures related to admissions, attendance and records.

Direct and supervise the collection and distribution of student grade and attendance documents.

Determine appropriate equipment and supplies for assigned programs in accordance with established policies; monitor and control inventories.

Coordinate the implementation and maintenance of an integrated data processing system; compile information and data; prepare a variety of reports related to the operations and activities of the Admissions and Records Office, including enrollment management data; supervise the retention, maintenance, optical scanning, and destruction of records.

Develop and prepare the annual preliminary budgets for assigned programs; monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.

Maintain communication with District and college staff and various agencies to coordinate program services and activities and exchange information.

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

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

Organize, attend or chair a variety of administrative and staff meetings as required; serve on committees and special projects as assigned.

Maintain current knowledge of laws, rules, and regulations related to student admissions, attendance and record-keeping; learn and apply emerging technologies and advances pertinent to assigned functions (e.g., computer software applications) as necessary to perform duties in an efficient, organized and timely manner.

Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural and ethnic background of students.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS
Master’s degree from a regionally accredited institution AND at least one year of formal training, internship, or leadership experience reasonably related to the assignment.

DESIDERABLE QUALIFICATIONS
Experience in the management, coordination or leadership of admissions and records operations in a higher education environment, preferably at a California community college.

Demonstrated experience with the implementation and integration of new technologies including integrated student data management systems in the admissions, registration and records processes.

Experience in admissions of special populations, such as international students, college athletes, and K-12 concurrent enrollments.

SALARY
The initial salary placement range is $112,105 - $141,850 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 District 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 #FCM989 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 to 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.

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. Romneya Dr.
Anaheim, CA 92801