
Founded in 1913, Fullerton College is the oldest continuing 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 study, ranging from transfer-level courses to career

students will be required to provide the following: official transcripts and
candidate selected for employment will be required to
to the scheduled examination/interview date. The
SCHEDULED EXAMINATION/INTERVIEW DATE

The Hiring Committee will paper screen applications

The mission of the North Orange County Community College District (NOCCCD) is to serve and enrich communities and inspire life-long learning by providing education that is exemplary, relevant, and accessible.

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. 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 trustee area, by registered voters residing in the District. The Chancellor is Dr. Ned Doflone. The total District budget for 2013-14 was $190 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:
Toni DuBois – Vice President, Student Services
tdubois@fullcoll.edu

Director, Campus Communications

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, CAMPUS COMMUNICATIONS
Job #FCM988

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 managing external and internal communication strategies, including public relations, marketing, media relations, advertising, crisis communications and community relations.

DUTIES AND RESPONSIBILITIES
Duties and responsibilities are intended to be representative and not restrictive. The District reserves the right to modify the assignment and allocation of duties in accordance with operational needs.

Coordinate campus-wide image and branding efforts and assure conformity to institutional standards; supervise the concept, design and production of campus publications, including the catalog, class schedules, annual report, program brochures and internal newsletters; review and edit campus materials and publications to assure completeness and accuracy.

Serve as the primary campus communications liaison with the District Office of Public and Governmental Affairs.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS
Bachelor’s degree in communications, journalism, public relations, marketing, or related field from a regionally accredited institution.

Minimum of five years of experience in public relations, journalism, and/or communications, including experience developing and implementing public information/public relations programs.

DESIRABLE QUALIFICATIONS
Advanced degree in communications, journalism, public relations, marketing, or related field from a regionally accredited institution.

Extensive responsible management, office supervisory and technical administrative experience that involves analytical and discretionary assignments.

APPLICATION PROCEDURE
Reference Job #FCM988 in all correspondence.

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, District Classified Management for information regarding evaluation of foreign degrees.
5. Copy of Valid Driver’s License. Must be submitted with application.

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