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 2011-12 was $205 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.

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 is a designated Hispanic-Serving Institution authorized under Title V of the Higher Education Act. The College recognizes the value of diversity in the academic environment of students, as well as faculty and staff, in promoting mutual understanding and respect, and in providing suitable role models for students Fullerton College — Excellence. Elevated. Fullerton College can be found on the web at www.fullcoll.edu.
DUTIES AND RESPONSIBILITIES

Duties and responsibilities as presented 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.

Perform varied and responsible duties in the development, organization and administration of activities designed to assist students in planning and preparing for transfer to four-year institutions, with special emphasis on increasing the transfer rate of students from traditionally underrepresented populations; work with faculty, staff and students to create campus events which provide student development opportunities related to cultural diversity and awareness.

Serve as a liaison between the college and four-year institutions to maintain transfer agreements; schedule campus events and individual Transfer Center appointments with representatives from four-year institutions.

Attend regional meetings, transfer activity workshops, and local and state conferences to acquire transfer information and maintain current knowledge of critical transfer initiatives and policy changes; distribute transfer information to faculty, senate, counselors, faculty and students; develop and maintain community partnerships to enrich the cultural connections between the college and surrounding communities.

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.

THE POSITION

DIRECTOR, CADENA/TRANSFER CENTER

JOB #FCM969

STARTING DATE

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

BASIC FUNCTION

Under the direction of a college Vice President or designee, this position is responsible for performing a variety of administrative and supervisory duties related to functions and activities of a college Cadena/Transfer Center, including monitoring student progress toward transfer, providing outreach to target populations, providing transfer information, coordinating with four-year institutions, and coordinating related activities to promote student development opportunities related to cultural diversity and awareness.

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