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 required medical certification pursuant to statute. Immigration Reform and Control Act; fingerprints and three (3) days of employment, pursuant to the

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 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.

NOC CCD: “Greatness. Achieved.”

For further information about the position contact: Albert Abutin, Interim Dean, Admissions & Records
(714) 992-7076

Job #FCM983

Director, Financial Aid

Elevating Excellence

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THE POSITION

Director, Financial Aid
Job #FCM983

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

BASIC FUNCTION
Under the direction of the Dean of Student Support Services, this position is responsible for performing a variety of administrative and supervisory duties related to the management of the daily operations of a college Financial Aid office and related programs, and assuring compliance with applicable laws and regulations.

DUTIES AND RESPONSIBILITIES
Provide leadership in the administration, organization and operation of college student financial aid programs; assure implementation and consistency of objectives, policies and procedures with those of the college and the District; assure compliance with federal and state laws and regulations determining eligibility for financial aid and disbursements to applicants.

Develop and implement plans and policies to facilitate and improve Financial Aid programs and services and identify eligible students; provide information and counseling to students regarding financial aid assistance; assure timely dissemination of information concerning financial aid opportunities and procedural requirements.

Maintain communication with District and college staff and various agencies to coordinate program services, exchange information, and refer eligible students; maintain current knowledge of legislation and technology related to programs and services.

Assist in the preparation of the annual Financial Aid Office budget; monitor expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.

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

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

Attend a variety of meetings as required; serve 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 and timely manner.

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

Perfom related duties as assigned.

REQUIRED QUALIFICATIONS
Any combination equivalent to a bachelor’s degree in business administration, public administration or related field and a minimum of three years of supervisory experience in the area of student financial aid programs and services.

DEISRABLE QUALIFICATIONS
Possession of an advanced degree in business administration, public administration or related field from a regionally accredited institution.

Administrative or supervisory experience in a community college or other higher education environment.

Experience working with veteran affairs and programs/services.

Familiarity with the Banner finance system.

Experience working with students from diverse academic, socioeconomic, cultural, and background.

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 #FCM983 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.

Submit application package to:
Human Resources Office
North Orange County Community College District
1830 W. Romnay Dr.
Anaheim, CA 92801

DEADLINE FOR APPLICATIONS
Application must be received by 5:00 pm, March 4, 2009. 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.

APPLICANT FAVORITES

Motivating Minds Cultivating Change Elevating Excellence Achieving Greatness