
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. 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 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.

NOCCCD: “Greatness. Achieved.”

The mission of the North Orange County Community College District 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 Dobson. 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.

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, INSTITUTIONAL RESEARCH AND PLANNING
JOB# FCM957

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 planning, developing and implementing comprehensive research activities for use in institutional planning, reporting, evaluation and decision-making, and for directing and coordinating the college’s educational and institutional planning process and evaluation of institutional effectiveness.

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.

Direct and manage institutional research projects to assess short and long-range institutional needs, including studies required for assessment of student efficacy, accreditation of the college and individual programs, enrollment management, program review, prerequisite validation, matriculation, student and staff demographics and other ongoing efforts to measure educational and institutional effectiveness; assume leadership for the identification and attainment of project goals and objectives.

Provide project consultation and technical assistance to staff and departments requiring research assistance; coordinate the research efforts of departments involved in projects with common goals; develop and present staff development training regarding research value, method and interpretation.

Direct the preparation of the institutional research and planning budget; monitor and control budget expenditure; prepare and maintain a variety of records and reports related to institutional research and planning operations, activities and outcomes.

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.

Organize, attend or chair 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 time manner.

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

Perform related duties as assigned.

REQUIRED QUALIFICATIONS
Bachelor’s degree with educational background in statistics or related field; Master’s degree preferred.

Minimum two (2) years of direct experience in designing and implementing successful research projects.

Thorough knowledge of general research design, methodology, and standard statistical procedures including data sampling and reduction, correlation analysis, projections, display and reporting methods, and other qualitative and quantitative measures applied to educational and social research.

Demonstrated proficiency in utilizing computer applications, including spreadsheet, word processing, and database software.

DESIRABLE QUALIFICATIONS

Possession of an advanced degree with educational background in statistics, research or related field.

Expertise in communicating technical statistical information to diverse constituencies.

Administrative experience, preferably in higher education.

SALARY
This is a designated classified management position subject to a one-year probationary period. The initial salary placement range is $109,957 - $139,131 annually, 12-month position, plus an additional $2,600 annually for an earned doctorate from an accredited institution. Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable.

APPLICATION PROCEDURE
Reference Job #FCM957 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 Classified Management 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.
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