DEADLINE FOR APPLICATIONS
Application package must be received by 5:00 pm, April 29, 2008. 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 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 and verification of experience prior to the first duty day; identification and eligibility for employment within three (3) days of employment, pursuant to statute. Immigration Reform and Control Act; fingerprints and drug-free environment is available online at www.cypresscollege.edu.

The college enrolls approximately 13,000 students each semester. There are over 200 full-time faculty who are supported by more than 200 classified employees and 32 managers. The college attracts students from more than one million people living within its boundaries. 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. Jerome Hunter. The total District budget for 2007-08 was $209 million.

CYPRESS COLLEGE
Founded in 1966, Cypress College provides service to the community, offering a comprehensive educational program to its students. It is a student-centered institution, striving to achieve its vision of “A Premier Learning Environment for Student Success and Community Enrichment.” Faculty, staff and students work together in an atmosphere of open communication and mutual respect. A variety of innovative programs and specially-funded services provide creative learning opportunities for everyone on campus.

The college enrolls approximately 13,000 students each semester. There are over 200 full-time faculty (including 19 counselors) and over 450 adjunct faculty who are supported by more than 200 classified employees and 32 managers.

Incorporated in 1972, the Cypress College Foundation is a tax-exempt, nonprofit organization chartered to encourage contributions on behalf of the college. The Foundation is governed by a Board of Directors consisting of leading citizens of the Cypress College community. The Foundation’s current net worth is over $1 million. Cypress College can be found on the web at www.cypresscollege.edu.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
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.

Located approximately 40 miles southeast of Los Angeles, California, the North Orange County Community College District is the 12th largest in the nation, serving approximately 70,000 students each semester. The geographic boundaries of the District encompass 155 square miles.

The District includes the following cities: Anaheim, Brea, Buena Park, Cypress, Fullerton, La Habra, La Palma, Los Alamitos, Placentia, Rossmoor, Yorba Linda, and portions of the following cities: Garden Grove, La Habra Heights, La Mirada, Orange, Seal Beach, Stanton, Whittier, and unincorporated territory in both Los Angeles and Orange counties. There are more than one million people living within its boundaries. 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. Jerome Hunter. The total District budget for 2007-08 was $209 million.

The District includes Cypress College, Fullerton College, and the School of Continuing Education.

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 noncredit programs including: high school completion, basic skills, vocational certificates, and self-development courses.
**EXECUTIVE VICE PRESIDENT EDUCATIONAL PROGRAMS & STUDENT SERVICES**

Job #CCM983

**STARTING DATE**

July 1, 2008

**BASIC FUNCTION**

Under the direction of the college President, this position is responsible for planning, organizing and directing the operations and activities of the college educational programs and student services. The Executive Vice President for Educational Programs and Student Services serves as the college Chief Instructional Officer and Chief Student Services Officer.

**DUTIES AND RESPONSIBILITIES**

- Plan, organize and direct the operations and activities of the college educational programs including instructional curriculum, instructional policies and procedures, program review, schedule of class offerings, college catalog and related publications, extended day/weekend college, distance learning, college library services, skills center, technology learning center, and other educational programs.
- Develop and implement plans and policies to facilitate and improve the instructional programs and facilities related operations and activities, including enrollment management and instructional personnel budgeting.
- Plan, organize and direct the operations and activities of the college student development services including admissions and records, articulation, matriculation, counseling, Extended Opportunities Programs and Services, Disabled Students Programs and Services, Career Placement Center/Job Placement, Transfer Center, Student Health Center, student activities, student government, financial aid, student conduct/discipline, athletic program eligibility and other student services programs.
- Develop and implement plans and policies to facilitate and improve the student services programs and facilities related operations and activities, including student services personnel budgeting.
- Direct and monitor the operations and activities of grants and special programs, including vocational educational workforce preparation and economic development.
- Direct the preparation of budgets for assigned programs and services; monitor and control budget expenditures; compile information and prepare a variety of reports related to programs, operations and activities.
- Serve as the college liaison with the District Office of Human Resources with respect to campus complaints of unlawful discrimination; personnel matters related to instructional and student services personnel, including evaluations, personnel processing and record-keeping; supervise staff development activities as directed.
- Train, supervise, evaluate and direct the work of personnel as assigned; participate in the selection and hiring process.
- 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.
- Coordinate outreach and related activities with other colleges, high schools, vendors, students, community agencies, governmental and private agencies and other outside organizations.
- Maintain current knowledge of instructional methods and new technologies pertinent to assigned programs; learn and apply emerging technologies and advances (e.g., computer software applications) as necessary; 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** one year of formal training, internship, or leadership experience reasonably related to the position.

**DESIRABLE QUALIFICATIONS**

Possession of an earned doctorate from a regionally accredited institution.

Minimum three years of teaching or other academic experience as a faculty member.

Minimum four years of administrative experience, preferably at a community college.

Demonstrate proficiency in written and oral communications.

Experience working collaboratively with educational programs and student services.

**SALARY**

The initial salary placement range is $124,676 - $157,755 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.

**APPLICATION PROCEDURE**

Reference Job #CCM983 in all correspondence. Download the District Academic Application on our website at [http://www.nocccd.edu](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](http://www.nocccd.edu) 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 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