Submit application package to:
Human Resources Office
North Orange County Community College District
1330 W. Romneya Dr.
Anaheim, CA 92801

DEADLINE FOR APPLICATIONS
Application package must be received by 5:00 pm, April 18, 2013. 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 the Immigration Reform and Control Act; fingerprints and medical certification pursuant to statute. NOCCCD will not sponsor any visa applications.

CYPRESS COLLEGE – “Minds. Motivated.”
Cypress College has motivated the minds of students since 1968. For nearly a half-million people – including actors, athletes, doctors, executives, mechanics, nurses and teachers – Cypress College has been a springboard to their dreams. For some, Cypress College is the ticket into their university of choice and for others it provides essential training for a rewarding career. Just one Cypress College class is often all it takes to provide cutting-edge skills that lead to a promotion or a new job. Cypress College – Minds. Motivated.

Cypress College’s 15,750 students and the highly qualified teaching faculty are proud of the many excellent academic and vocational programs. Cypress College offers 57 university-transfer majors, 138 career-certificate programs, and degrees in 57 areas of study. Dr. Robert Simpson is the president.

Cypress College can be found on the web at www.cypresscollege.edu.

NOCCCD – “Greatness. Achieved.”
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 61,000 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 2012-13 was $194 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 POSITION

EXECUTIVE VICE PRESIDENT
EDUCATIONAL PROGRAMS & STUDENT SERVICES

Job #CCM983

STARTING DATE
July 1, 2013

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 of 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.

Direct and monitor the operations and activities of grants and special programs, including vocational education, 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.

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.

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 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 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 three years of administrative experience, preferably at a community college.

Demonstrate proficiency in written and oral communications.

Experience in coordinating requests and requirements from the Chancellor’s System Office with the ongoing development of instructional programs.

Experience working collaboratively with educational programs and student services.

Experience with and commitment to working with culturally and ethnically diverse groups.

SALARY
The initial salary placement range is $127,170 - $160,910 annually, 12-month contract; plus an additional $2,800 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.

BENEFITS
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 #CCM983 in all correspondence. Download the District Academic 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 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/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 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.

APPLICANT QUALIFICATIONS

1. Demonstrated sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural and ethnic background of students.
2. Knowledge of and commitment to supporting affirmative action programs and Equal Opportunity policies.
3. Demonstrated knowledge of and commitment to supporting Title IX, Americans with Disabilities Act, and other applicable federal, state, and local laws.
4. Experience in implementing employee recruiting and selection processes, including equal employment opportunity hiring practices.
5. Experience in developing, implementing, and coordinating training programs.
6. Demonstrated leadership skills and the ability to work collaboratively and effectively with a diverse group of individuals.

APPLICANT RESPONSIBILITIES

1. Respond to inquiries from applicants, employees, and the public in a timely and courteous manner.
2. Prepare and implement job descriptions, position specifications, and related documentation.
3. 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.

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