THE POSITION

MANAGER, INTERNATIONAL STUDENTS PROGRAM
Job #FCM960

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

BASIC FUNCTION
This position is responsible for performing a variety of administrative and supervisory duties related to the college International Students Program and serves as the Primary Designated School Official with responsibility for maintaining compliance with Department of Justice and Department of Homeland Security regulations regarding admissions, monitoring, advising, and matriculation and reporting of F-1 visa students.

DUTIES AND RESPONSIBILITIES

Provide leadership in the administration, organization and development of the college International Students Program; develop program objectives, policies and procedures; assure consistency of objectives, policies and procedures with those of the college and the District.

Recruit international students by representing the college in local communities, organizations and schools, agencies, embassies, and through international contacts.

Promote awareness of the college International Students Program; develop advertising and marketing plans and materials, including brochures, website, and application materials.

Oversee the admission of international students, including use of the Student and Exchange Visitor Information System (SEVIS) to maintain accurate records and compliance with mandated immigration regulations; explain, interpret, and apply immigration regulations relating to international students; monitor admissions to ensure conformance with District admission policy; prepare and maintain detailed and comprehensive reports, records and files regarding program students, personnel, facilities and activities.

Oversee the matriculation process for international students, including orientation, assessment testing, counseling and registration; monitor student academic eligibility; conduct workshops and meetings designed to assist international students in achieving academic and career goals.

Provide advice and assistance to international students regarding support services, including acculturation programs, housing resources, F-1 employment resources, foreign financial aid and scholarships, and health insurance coverage; monitor compliance with nonresident alien W-4 employment requirements for students who seek employment with the District.

Develop and recommend program budget; monitor budget to ensure that expenditures and operations remain within established budget limitations; maintain appropriate records and controls to assure program fiscal accountability; prepare fiscal reports as directed.

Hire, supervise and evaluate the performance of assigned staff in accordance with District policies and procedures; provide for appropriate staff orientation and development.

Attend a variety of meetings as required; serve on committees and special projects as assigned; coordinate program operations and activities with other campus programs and services, as appropriate.

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.

EDUCATION AND EXPERIENCE
Bachelor’s degree in a discipline related to the assignment and at least two (2) years of experience in working with an International Students Program or similar program; United States Citizenship (required for access to SEVIS system).

DESIRABLE QUALIFICATIONS
Master’s degree in a discipline related to the assignment.

Experience with F-1 visa immigration regulations and the Student and Exchange Visitor Information System (SEVIS) and procedures.

Administrative or supervisory experience, preferably in higher education.

Experience in educational program development, marketing, recruiting and management, preferably within the California community college system.

Experience working with international students and diverse populations.

SALARY
$65,600 - $83,003 annually, 12-month contract, plus an additional $2,600 annually for an earned doctorate from an accredited institution. Excellent fringe benefits including medical insurance.

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 #FCM960 in all correspondence. Request DISTRICT APPLICATION by contacting the Human Resources Office, (714) 808-4810, or e-mail requests to hr@nocccd.edu or visit our website at http://www.nocccd.edu to download an application. All application materials must be submitted with the DISTRICT APPLICATION as a complete package.

A complete application package MUST include the following:
- Completed District Classified Management Application.
- Letter of interest which demonstrates written communication skills and addresses the qualifications relevant to the position.
- Resume describing educational background and work experience.
- Undergraduate AND graduate college transcripts (may be unofficial). Evaluations of foreign degrees and/or course work are required. See www.nocccd.edu/employment for information regarding evaluation of foreign degrees.

Incomplete application packages and/or applications without signatures will not be considered. 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.
Loose 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 Drive, 9th Floor
Anaheim, CA 92801-1819

DEADLINE FOR APPLICATIONS
Application package must be received by 5:00 p.m., June 20, 2007. (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 e-mail.

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 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 required medical certification pursuant to statute.

For further information about the position, contact:
Dean of Admissions
Peter Fong
(714) 992-7582

FULLERTON COLLEGE

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. Fullerton College offers a comprehensive academic program of lower division transfer courses and vocational training to prepare students for transfer as well as for the technology-driven workplace.

The 83-acre campus features 10 major 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.

The college enrolls in excess of 19,000 students. There are 318 full-time faculty and approximately 515 adjunct faculty, who are supported by 280 classified employees and 35 managers.

Fullerton College is part of the North Orange County Community College District, which includes Cypress College and the School of Continuing Education. The District encompasses an area of approximately 155 square miles that includes 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.

The District serves a diverse population of about one million people and is governed by an elected seven-member Board of Trustees. The total District budget for 2005-2006 was $176 million.

Fullerton College can be found on the web at www.fullcoll.edu.

MANAGEMENT

Manager, International Students Program

Job #FCM960

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.