THE POSITION

Vice President, Student Services
Job #FCM962

STARTING DATE
January 2, 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 student services programs and services. The Vice President of Student Services serves as the college Chief Student Services Officer.

DUTIES AND RESPONSIBILITIES

Plan, organize and direct the operations and activities of the college student development services including admissions and records, outreach, articulation, matriculation, counseling, EOPS, Disability Support Services, Career Placement Center/Workforce Center, Cadena/Transfer Center, Student Health Services, Student Affairs, Campus Safety, International Students, financial aid, CalWORKs, 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 facilitates related operations and activities, including student services personnel.

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.

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

Serve as the Student Discipline Officer.

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 related outreach activities with other colleges, high schools, vendors, students, community agencies, governmental and private agencies and other outside organizations.

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.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Master's degree AND at least one year of formal training, internship or leadership experience reasonably related to the assignment.

DESIRABLE QUALIFICATIONS

Possession of an earned doctorate from a regionally accredited institution.

At least three years of student services or other academic experience as a faculty member.

Leadership experience in student services, preferably in a community college.

At least three years of administrative experience, preferably in a community college.

Knowledge of multi-college District organization, operations, policies and objectives.

Knowledge of California Education Code and requirements, including Title 5 and related State and Federal regulations.

Experience with budget preparation and control.

SALARY

$120,456 - $152,415 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 #FCM962 in all correspondence. Request District Academic 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:

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). 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.

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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 a 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. In addition, the campus is served by a bookstore, child care center, health center and food service facility. A full complement of athletic fields and facilities around the campus.

The college enrolls in excess of 19,000 students. There are 318 full-time faculty and approximately 515 adjunct faculties, 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 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 2006-2007 was $191 million.

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