Plan, organize and arrange appropriate staff, development programs and activities for assigned staff; provide orientation for new employees.

Organize, attend, or chair a variety of administrative and staff meetings as required; serve on committees and special projects as assigned.

Determine appropriate equipment and supplies for programs and services in accordance with policies.

Develop and maintain procedures to monitor student use of campus transfer services; collect and report data reflecting use of campus transfer services, transfer readiness, and college transfer rates.

Develop and maintain transfer agreements with four-year institutions; maintain a resource library of transfer-related materials, including college catalogs, transfer guides, articulation information, transfer agreements, four-year college and university applications and other transfer-related materials; facilitate student use of transfer-related electronic database information, such as ASSIST.

Conduct transfer-related workshops on campus; arrange publicity with respect to transfer activities; coordinate scheduling of events to encourage student and faculty use of transfer services; encourage the participation of instructional faculty in the development, implementation and evaluation of transfer efforts.

Coordinate a variety of activities and events to promote campus diversity.

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

At least one year of supervisory or management experience in a college or university student services environment.

Knowledge of admissions and transfer processes between community colleges and four-year colleges and universities.

Experience with developing and implementing motivational and informational workshops targeting student success.

Knowledge of techniques used to recruit, motivate and retain students in college academic programs.

Experience working with students from diverse academic, socioeconomic, cultural and ethnic backgrounds.

Experience working with computer software, databases and other technologies which are utilized in accessing and disseminating transfer-related data.

THE POSITION

Director, Transfer Center
Job #FCM969

STARTING DATE

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

BASIC FUNCTION

The Fullerton College Cadena/Transfer Center is a multipurpose resource and advising center within the Counseling Division designed to assist students in planning and preparing for transfer to four-year institutions and promote student development.

The Transfer Center Director is responsible for performing a variety of administrative and supervisory duties related to functions of the college Cadena/Transfer Center, including monitoring student progress toward transfer, providing outreach to target populations, providing transfer information, collaborating with four-year institutions, and coordination of related activities to promote campus diversity.

DUTIES AND RESPONSIBILITIES

Perform varied and responsible duties in the development, organization and administration of activities designed to assist students in planning and preparing for transfer to four-year institutions, with special emphasis on increasing the transfer rate of students from traditionally underrepresented populations.

Work directly with counselors, faculty and students to provide information with respect to general education requirements, and other academic planning materials needed for transfer to CSU, UC and private colleges and universities; provide information regarding the processing of college and university transfer agreements.

Work with matriculation personnel to identify potential transfer students; establish and maintain procedures for tracking students in order to provide appropriate transfer-related services and referrals to campus support services as needed.
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. 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

DEADLINE FOR APPLICATIONS
Application package must be received by 5:00 pm, January 3, 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 the Immigration Reform and Control Act; fingerprints and required medical certification pursuant to statute.

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 315 full-time faculty and approximately 480 adjunct faculty, who are supported by 285 classified employees and 43 managers. Dr. Kathleen Hodge is the President.

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

FOR further information about the position contact:
Lisa Campbell – Dean, Counseling/Student Dev.
(714) 992-7532

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 2006-07 was $191 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 non-college credit programs including: high school completion, basic skills, vocational certificates, and self-development courses.