THE POSITION

REGISTRAR
Job #FCM993

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

BASIC FUNCTION
Under the direction of the Dean of Admissions and Records, this position is responsible for performing a variety of administrative and supervisory duties related to management of the daily operations of a college Admissions and Records Office.

DUTIES AND RESPONSIBILITIES
Develop and implement methods and procedures for registration throughout the course of the year; coordinate late and continuous registration processes and activities with student services, information technology, and other personnel as appropriate.

Coordinate Admissions and Records Office operations with programs designed to recruit, enroll and accommodate the needs of students.

Explain and interpret policies and procedures relating to student admissions and records; maintains current knowledge of guidelines, regulations and legislation pertinent to student admissions and records.

Direct the preparation and maintenance of a variety of records and statistical reports related to student attendance accounting, admissions, transcripts, graduation, residency, course repetitions and drops; assure confidentiality of student records in accordance with the law.

Ensure the timely and accurate preparation of mandated reports for distribution to campus, District, state and federal offices.

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

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

Learn and apply emerging technologies and advances (e.g. computer software applications) as necessary to perform duties in an efficient, organized and timely manner.

Coordinate with Information Services to upgrade computerized admissions and records procedures and to develop and improve computer applications; direct activities required for scheduling, installation, repair, configuration and operation of Admissions and Records computers.

Meet with administrators, students, staff, other District personnel and outside agencies to discuss Admissions and Records policies and procedures; conduct meetings with Student Support Services to prepare for registration activities.

Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural and ethnic backgrounds of students.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE
Any combination equivalent to a Bachelor’s degree in business administration, public administration or related field; minimum two (2) years of supervisory experience in the area of student records and registration services.

DESIRABLE QUALIFICATIONS
Knowledge of District organization, operations, policies and objectives.

Knowledge of state education code and Title 5 requirements relating to student admissions and records.

Knowledge of Family Educational Rights and Privacy Act (FERPA).

Excellent written and oral communication skills.

Knowledge of Title 5 funded programs, EOPS, CalWorks, and other programs designed to serve ethnic minorities or individuals with language, social or economic disadvantages.

Administrative or supervisory experience in a community college or other higher education environment.

SALARY
$82,479 - $104,361 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 #FCM993 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:

1. Completed District Classified Management 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).

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.

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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 27, 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) 992-7982

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 2006-2007 was $191 million.

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

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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.