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.

The 83-acre campus features 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. Dr. Rajen Vurdien is the President.

Fullerton College offers its students a comprehensive academic experience, in a real college setting. We are committed to quality education in all areas of study, ranging from transfer-level courses to career certificate programs. These programs, coupled with our full complement of student support services and excellent faculty virtually ensure student success.

Fullerton College is a designated Hispanic-Serving Institution authorized under Title V of the Higher Education Act. The College recognizes the value of diversity in the academic environment of students, as well as faculty and staff, in promoting mutual understanding and respect, and in providing suitable role models for students.


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 one of its most extensive continuing education programs combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 64,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. Our 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 our 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 by trustee area, by registered voters residing in the District. The Chancellor is Dr. Ned Doftoney. The total District budget for 2013-14 was $190 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.

For further information about the position contact:
Robert Miranda - Dean, Student Support Services bmiranda@fullcoll.edu
THE POSITION

MANAGER, CalWORKs PROGRAM

JOB #F6CM956

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 development and provision of appropriate educational and support services to students participating in the CalWORKs (California Work Opportunity and Responsibility to Kids) program.

DUTIES AND RESPONSIBILITIES
Duties and responsibilities are intended to be representative and not restrictive. The District reserves the right to modify the assignment and allocation of duties in accordance with operational needs.

Provide leadership in the administration, organization and development of the college CalWORKs program; develop program objectives, policies and procedures; assure consistency of objectives, policies and procedures with those of the college and the District; assure compliance with applicable federal, state and local laws and regulations; assure compliance with applicable contract provisions and funding requirements.

Implement and supervise a case-management model of service for participating students; provide for intake processing of students which includes program orientation, completion of required county and college documents, educational plans, and assessment of access to supportive services such as child care, books, supplies and transportation.

Develop and prepare the annual preliminary budgets for assigned programs; monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.

Serve as the college CalWORKs liaison with the California Community Colleges Chancellor’s Office county social workers; refer participating students to services on and off campus as appropriate; collaborate with the college Financial Aid Office to assign CalWORKs work study to eligible students and place students in jobs on campus.

Maintain communication with District and college staff and various agencies to coordinate program services, exchange information, and refer participating students as appropriate; maintain current knowledge of legislation, laws, regulations and technology related to CalWORKs.

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.

Organize, attend, or chair 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 backgrounds of students.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS
Bachelor’s Degree in counseling, guidance, clinical psychology, social work, or related field from a regionally accredited institution and at least two (2) years of experience with CalWORKs or similar program.

DESERABLE QUALIFICATIONS
Advanced degree in counseling, guidance, clinical psychology, social work, or related field from a regionally accredited institution.

Administrative or supervisory experience in an educational program or student services environment, preferably in higher education.

Experience in counseling students from disadvantaged backgrounds.

Experience in managing categorical budgets and grants.

Bilingual in English and Spanish.

Knowledge of CalWORKs rules and regulations.

Experience with crisis and case management of students within an academic setting.

Experience working with CARE/EOPS students, preferably at a community college.

References

SALARY
The initial salary range is $70,445 - $89,135 annually, 12-month contract, plus an additional $2,600 annually for an earned doctorate from an accredited institution. Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable.

BENEFITS
This is a designated classified management position subject to a one year probationary period. 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 used 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 #F6CM956 in all correspondence. Download the District Classified Management Application on our website at http://www.nocccd.edu or contact the Human Resources Office at (714) 808-4810. All application materials must be submitted with the District Classified Management 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). Evidence of degree conferred/awarded must be printed on the transcripts. 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 signature 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.

APPLICATION INSTRUCTIONS

1. No applications will be accepted prior to the posting date. To apply, please go to District's website at www.nocccd.edu and click on Employment. Then click on District Classified Application. Fill out the District Classified Management Application and upload all necessary documents. If documents cannot be uploaded, please submit application materials to the Human Resources Office at 3400 E. Windmill Avenue, Fullerton, CA 92832.

2. All Application Materials Must Be Received in the Human Resources Office Prior to or At the Time of the Application Deadline.

3. This position is subject to a two year probationary period. It is not subject to a Collective Bargaining Agreement.

4. The District is a participating agency in the CALPERS Program.