Incomplete application packages and/or applications without signatures 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 mandatory supplemental forms must be completed and returned with the 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.

Submit application package to:
North Orange County Community College District Human Resources Office
1830 W. Romneya Dr.
Anaheim, CA 92801

DEADLINE FOR APPLICATIONS
Application package must be received by 5:00 pm, May 22, 2015. 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. NOCCCD will not sponsor any visa applications.

CYPRESS COLLEGE: “Minds. Motivated.”
Cypress College has motivated the minds of students since 1966. For nearly a half-million people – including actors, athletes, doctors, executives, mechanics, nurses and teachers – Cypress College has been a springboard to their dreams. For some, Cypress College is the ticket into their university of choice and for others it provides essential training for a rewarding career. Just one Cypress College class is often all it takes to provide cutting-edge skills that lead to a promotion or a new job. Cypress College – Minds. Motivated.

Cypress College’s 16,000 students and the highly qualified teaching faculty are proud of the many excellent academic and career technical education programs. Cypress College offers 50 university-transfer majors, 130 career-certificate programs, and degrees in 61 areas of study. Dr. Robert Simpson is the president.

Cypress College can be found on the web at www.cypresscollege.edu.

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For further information about the position contact:
Paul de Dios, Dean of Counseling, Student Development, and Admissions and Records
PdeDios@cypresscollege.edu

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 Interim Chancellor is Fred Williams. The total District budget for 2014-15 was $204 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.

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Success and Support Program
Job #CCM957
THE POSITION

MANAGER, STUDENT SUCCESS AND SUPPORT PROGRAM

JOB #CCM957

STARTING DATE

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

BASIC FUNCTION

Under the direction of a college Vice President, School of Continuing Education Provost, or designee, this position is responsible for performing a variety of administrative and supervisory duties related to the functions and activities of the college or the School of Continuing Education Student Success and Support Program.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities as presented 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 of the college or School of Continuing Education Student Success and Support Programs, including resource development and personnel management, in accordance with laws, regulations, District policy and collective bargaining agreements.

Formulate and develop program plans, goals and objectives, including staffing, facilities, curriculum and educational philosophy; assure consistency of plans with other college, School of Continuing Education, and District plans.

Plan and coordinate course offerings; develop and prepare instructor schedules and room assignments; visit program sites and classrooms to monitor and evaluate program effectiveness; assist in the preparation of the catalogue, class schedules, and other public information materials for assigned programs.

Supervise the planning, development and recommendation of new courses; review standing courses and recommend deletion of courses no longer appropriate to the curriculum; maintain current course outlines to accurately reflect the instruction program.

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.

Administer and direct various phases and operations of the matriculation process including educational planning, assessment, orientation, advisement and follow-up; evaluate the effectiveness of matriculation to improve or facilitate procedures.

Direct the preparation and maintenance of detailed and comprehensive records, reports and files related to program personnel, facilities and activities; ensure the collection, recording, and reporting of required student enrollment data.

Conduct outreach activities and serve as a liaison with community agencies to promote program enrollment and effectiveness.

Develop and prepare publications relating to counseling, Student Success and Support Program, and other assigned student development services; prepare and maintain relevant sections of the class schedule.

Maintain communication with District, college, and School of Continuing Education administrators, faculty members and classified staff to resolve conflicts and issues, exchange information and coordinate program activities.

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

Plan, organize and arrange appropriate staff development programs and activities for faculty and 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; coordinate programs and services as appropriate with other District, college, and School of Continuing Education personnel.

Maintain current knowledge of instructional methods and new technologies pertinent to assigned programs; learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Master’s degree from a regionally accredited institution AND at least one year of formal training, internship, or leadership experience reasonably related to the assignment.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.

DESIRESABLE QUALIFICATIONS

Master’s degree in counseling, education, psychology or related field.

Experience with counseling/matriculation educational program development and administration.

Experience with counseling/matriculation educational program development and administration.

Experience with counseling/matriculation educational program development and administration.

Management experience in postsecondary education.

Effective oral and written communication skills.

Demonstrated knowledge of and experience with Federal, State, and/or institutional programs.

Demonstrated experience in managing categorical budgets and grants.

Demonstrated knowledge of and experience in curriculum development and approval process in a higher education setting.

SALARY

The initial salary placement range is $96,787 - $122,465 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 District Office of Human Resources in accordance with Board Policy and is not negotiable.

BENEFITS

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 allocated 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 #CCM957 in all correspondence. Download the District Academic Management Application on our website at http://www.nocccd.edu, or email requests to hr@nocccd.edu, or contact the Human Resources Office at (714) 808-4810. All application materials must be submitted with the District Academic Management Application as a complete package.

A complete application package MUST include the following:

1. Completed District Academic Management Application.
2. Letter of interest which demonstrates written communication skills and addresses the qualifications relevant to the position. (over)
3. Resume describing educational background and work experience.
4. All undergraduate AND graduate college transcripts (may be unofficial). The award of all degrees must be verifiable on a legible transcript. Evaluations of foreign degrees and/or course work are required. See our website at www.nocccd.edu/employment for information regarding evaluation of foreign degrees.

APPLICATION DEADLINE

5:00 PM, Friday, February 10, 2023.

District employees are invited to apply.

The District reserves the right to modify the assignment and allocation of duties in accordance with operational needs.

The District maintains a drug-free and tobacco-free workplace and conducts pre-employment drug and tobacco screening.

Non-discrimination:

The District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, age, ancestry, creed, religion, political belief, sexual orientation, gender identity, gender, age, disability, medical condition, genetic characteristics, marital status, citizenship, or protected class status as defined by law.

Application deadlines are subject to change.

APPLICATION STATUS

The final date for application is February 10, 2023.