The North Orange County Community College District invites applications and nominations for the position of Provost.

The North Orange County Community College District, located approximately 40 miles southeast of Los Angeles, California, is the fourth largest community college-based comprehensive continuing and community education program in California. Students enroll in SCE's noncredit programs to enhance basic skills, gain employable skills, prepare for credit courses, for self-sufficiency or to enhance civic participation. Noncredit programs offered at SCE include adult basic skills, English as a Second Language (ESL), U.S. citizenship, parenting, older adults, short-term vocation, and programs for adults with disabilities. In addition, SCE offers a wide selection of Community Education courses such as Kids' College and Teen Program, fitness, home decorative arts, business skills and financial planning.

Hosted by SCE, the Training, Development and Innovation (TDI) business resource center serves as the economic development arm for the District. TDI is a single point of contact for local companies seeking technical services or training for their employees.

Over 1000 courses are taught each quarter term in three education centers in Anaheim, Cypress, and Fullerton and at 150 off-campus facilities in partnership with local education agencies and municipalities.

In 2010-2011, SCE served 43,602 north Orange County community members and graduated its largest class with 513 high school diplomas and 351 career certificates. SCE students, staff and faculty represent more than 17 different ethnic groups.

SCE is fully accredited by the Schools Commission of the Western Association of Schools and Colleges. (Western Association of Schools and Colleges Accreditation Commission for Schools, 533 Airport Blvd., Suite 200, Burlingame, CA 94010, 650-696-1060). More information on SCE programs can be found at www.sce.edu.
Duties and Responsibilities

Under the direction of the Chancellor, plan, organize, coordinate and direct the educational programs and activities of the School of Continuing Education in accordance with the District plan and the policies of the Board of Trustees; perform leadership duties in the administration of the School of Continuing Education; supervise and evaluate the performance of assigned staff.

Formulate and articulate a constructive vision of the School of Continuing Education to address the evolving social, economic, and political forces that affect its mission and priorities, in which teaching, learning, student access, and student success are primary. Maintain and build upon the excellence of the School of Continuing Education’s academic, vocational, and student services programs.

Provide support for staff development, curriculum, and technological advancements. Within the context of participatory governance, provide leadership to the School of Continuing Education planning bodies, develop strategies for implementing goals envisioned, and be responsible for an ongoing evaluation of progress towards these goals.

Serve as the primary advocate for the School of Continuing Education at the District level and with the Board of Trustees for financial needs, policy issues, special projects, and the promotion of program goals and accomplishments; establish relationships and work constructively with the leadership of Cypress College, Fullerton College, and the District administration.

Promote and support participatory governance. Support the needs of students of diverse academic, cultural, socioeconomic, ethnic, and physical/learning backgrounds; assume responsibility for student equity.

Provide leadership in promoting the School of Continuing Education’s commitment to equity and diversity. Assure compliance with a variety of state and federal laws, the District plan, and the policies of the Board of Trustees. Represent and effectively promote the School of Continuing Education through outreach and active participation in program and civic organization functions.

Establish ties and work constructively with government, civic, educational and business/industry groups.

Direct the development, preparation, and implementation of the School of Continuing Education budget; prepare recommendations as appropriate regarding budget allocations.

Oversee the planning, construction and utilization of School of Continuing Education facilities.

Actively promote resource development. Attend a variety of staff, Board, committee and administrative meetings; participate in regional and state activities and organizations for developing community college education.

Desirable Characteristics

• Demonstrated understanding of and commitment to the mission of the California community colleges.
• Demonstrated achievement in promoting student enrollment, success and retention.
• Demonstrated ability to work collegially in a participatory governance environment.
• Management work experience in a collective bargaining environment.
• Demonstrated ability to solve complex problems.
• Demonstrated written and oral communication skills that encourage and facilitate participation at all levels.
• Demonstrated commitment to academic, artistic, and cultural freedom.
• Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, faculty and staff.
• Experience in administering non-credit/adult education programs.
• Demonstrated interest in active community involvement and experience in working with the development of outside support such as business and industry partnerships, foundations, and other financial and cultural resources.
• Demonstrated understanding of the complex dynamics of a multi-college district.

Minimum Qualifications

• Master’s degree from an accredited institution.
• Administrative experience in a key position with decisionmaking responsibility, preferably in a postsecondary educational environment.
• General knowledge of the complexities of and experience in administering public higher education funding and budgeting.

Desirable Qualifications

• Earned doctorate from an accredited institution.
• Teaching or student services experience, preferably at the postsecondary level.

Salary Conditions

This is a contract salaried position. The successful candidate will be expected to be available for service within a mutually agreeable time as soon as possible after acceptance of the position. Salary and employee benefits are generous and competitive with similar positions in the California community colleges.

Application Procedures

Request a DISTRICT APPLICATION FOR PROVOST from Sandy Cotter, Human Resources Office, by e-mailing a request to scotter@nocccd.edu, visiting our website at www.nocccd.edu to download the application, or calling (714) 808-4826. All application materials must be submitted with the DISTRICT APPLICATION FOR PROVOST as a complete packet.

A complete application packet for this position MUST include the following:

• Letter of interest
• Completed DISTRICT APPLICATION FOR PROVOST
• Current resume of professional experience, educational background, and other pertinent information
• Separate statement of educational philosophy
• Transcripts of all higher education course work (may be unofficial)
• Job description of your most recent position
• Separate list of five references, from both colleagues and supervisors, including addresses and telephone numbers

Applicants should not send placement files.

Mail completed application packet to:

Jeffrey O. Horsley
Vice Chancellor, Human Resources
North Orange County Community College District
1830 W. Romneys Drive • Anaheim, CA 92801-1819
Telephone: (714) 808-4822

Incomplete application packets and/or applications without signatures will not be considered. All fields in the general information section of the application must be completed. 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 packet is complete when submitted. Loose materials submitted independently of the application packet will not be accepted.

Deadline for Applications

Application packet must be received by February 9, 2012. (Postmarks will not be honored.) Application packets received after the closing deadline will not be accepted. The District does not accept application materials by FAX or e-mail.

The Hiring Committee, operating under the utmost confidentiality, will paper screen applications and select a limited number of candidates for an initial interview. Candidates selected for final consideration will be forwarded to the Chancellor. Meeting minimum requirements does not guarantee an interview.

New employees will be required to provide the following: official transcripts and verification of experience prior to the first duty day; identification and evidence of eligibility for employment as outlined in the Immigration Reform and Control Act; fingerprints and required medical certification pursuant to statute. North Orange County Community College District will not sponsor any visa applications.
Duties and Responsibilities
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Formulate and articulate a constructive vision of the School of Continuing Education to address the evolving social, economic, and political forces that affect its mission and priorities, in which teaching, learning, student access, and student success are primary.

Maintain and build upon the excellence of the School of Continuing Education's academic, vocational, and student services programs.

Provide support for staff development, curriculum, and technological advancements.

Within the context of participatory governance, provide leadership to the School of Continuing Education planning bodies, develop strategies for implementing goals envisioned, and be responsible for an ongoing evaluation of progress towards these goals.

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Promote and support participatory governance.

Support the needs of students of diverse academic, cultural, socioeconomic, ethnic, and physical/learning backgrounds; assume responsibility for student equity.

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Oversee the planning, construction and utilization of School of Continuing Education facilities.

Actively promote resource development.

Attend a variety of staff, Board, committee and administrative meetings; participate in regional and state activities and organizations for developing community college education.

Desirable Characteristics
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• Management work experience in a collective bargaining environment.
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Board of Trustees:
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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.