DEADLINE FOR APPLICATIONS
Application package must be received by 5:00 pm, April 1, 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 notified in writing at least three (3) business days prior to the scheduled examination/interview date. 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.

For further information about the position contact:
Paul de Dios – Dean of Counseling/Admissions & Records
pdedios@cypresscollege.edu

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, 138 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.

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 most extensive continuing education program combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 70,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. 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 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 Doffoney. 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.
THE POSITION

REGISTRAR

JOB #CCM990

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 of students throughout the course of the year; coordinate 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; maintain 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 attendance accounting, admissions, transcripts, graduation, residency and course repetition; assure the confidentiality of student records in accordance with law.

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

Assist in the preparation of the annual Admissions and Records Office budget; monitor expenditures; prepare fiscal reports as directed.

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 programs and 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 programs and services as appropriate with other District and college personnel.

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

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

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.

DESI RABLE QUALIFICATIONS

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

Knowledge of California and Federal regulations (i.e., Title 5, Education Code, FERPA, Student Support and Success Program).

Experience coordinating projects in a multi-campus district.

Proficient knowledge of Banner (student module) or other student information databases.

Experience working with various academic/student support services.

SALARY

This is a designated classified management position subject to a one-year probationary period. The initial salary placement range is $85,812 - $108,577 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 #CCM990 in all correspondence. Download the District Classified 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) 908-4810. 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). The award of all degrees must be verifiable on a legitimate 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.

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.