THE POSITION

Director, Academic Computing Technology  
Job #SCM984

STARTING DATE

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

BASIC FUNCTION

Under the direction of the School of Continuing Education Provost or designee, this position is responsible for a variety of administrative and supervisory duties related to the planning, implementation and coordination of campus technology resources and services to facilitate and support student learning and administrative functions.

DUTIES AND RESPONSIBILITIES

Provide leadership in the planning, development and implementation of campus technology; anticipate trends in technology; assist in development of technology plans for individual departments; coordinate and communicate campus technology needs.

Provide leadership in the administration of the School of Continuing Education Computer Instruction program, including curriculum development, course scheduling and faculty assignments, and enrollment management.

Develop and prepare the annual budget for campus information technology and systems programs and activities; monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding operations and activities.

Provide leadership in motivating students, staff, faculty, and administration to learn, use and excel in the available technology in the academic environment.

Manage and coordinate SCE computer laboratories and other campus technology-related activities as assigned.

Select and evaluate computer and computer-related hardware and software; direct the installation, maintenance and repair of equipment; manage applications development.

Coordinate the SCE technology needs with District Information Services and the colleges.

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

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.

Organize, attend, or chair a variety of administrative and staff meetings as required; serve on committees and special projects as assigned.

Evaluate training and technological development needs for faculty and staff; provide staff development training and educational opportunities for campus personnel to maintain and upgrade technology skills.

Plan, implement and manage the campus-wide network; work with administration, faculty, staff and students to represent network needs and encourage technological advancement of SCE.

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Master’s degree AND one year of formal training, internship, or leadership experience reasonably related to the position.

DESIRABLE QUALIFICATIONS

At least two years of recent experience related to managing and planning a technology department (including Enterprise Network) in an educational, commercial, government or industrial organization.

Experience in Internet/Intranet systems and Enterprise Network planning, design and maintenance.

Experience in designing a technology plan for an organization or company.

Experience with selecting, training, supervising and evaluating academic and technical personnel.

Experience in teaching or training.

Experience in developing and implementing budget and operating policies and procedures.

APPLICATION PROCEDURE

Reference Job #SCM984 in all correspondence.  Request District Academic 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 Academic 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). 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 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.

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., October 12, 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, SCE Instruction/Student Services
Christine Terry
(714) 992-7761

SCHOOL OF CONTINUING EDUCATION
The School of Continuing Education (SCE) is in its seventy-sixth year of service to the community, offering educational programs at four Continuing Education Centers located in the cities of Anaheim, Yorba Linda, Fullerton and Cypress, as well as over one hundred-fifty other sites throughout the region including community centers, public schools and senior citizen centers. The four Continuing Education Centers include conventional and electronic classrooms and laboratory facilities for such programs as computer technology, culinary arts, health/medical careers, electronics, parenting, fashion technology and language arts.

The major programs offered by the School of Continuing Education are English as a Second Language, Older Adults, Business Skills/Computer Technology, Basic Skills, Adult High School Diploma, Career Technical Education Studies, Disabled Student Programs and Services and Home Economics. Non-Credit Matriculation Services including counseling, orientation, assessment and career planning are provided to several thousand SCE students annually. The School also includes the Training and Development Institute, which provides workforce development training programs and consulting services.

The School of Continuing Education serves a diverse student population, enrolling in excess of 66,000 students annually. The School has a full-time staff which includes 22 faculty, 11 academic managers, 11 classified managers, 1 confidential employee, and 82 classified personnel. In addition, the School employs in excess of 550 adjunct faculty.

The School of Continuing Education is part of the North Orange County Community College District, which includes Cypress College and Fullerton College. 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 School of Continuing Education can be found on the web at www.sce.cc.ca.us.

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.