SPECIAL PROJECTS DIRECTOR – JOB DEVELOPMENT INCENTIVE FUNDS (JDIF)  
MEDICAL MANUFACTURING/OFFICE TECHNOLOGY  
SCHOOL OF CONTINUING EDUCATION – ANAHEIM CAMPUS  
JOB # SCT982  
(Temporary Specially-Funded Position)

POSITION: Special Projects Director – JDIF  
100% Temporary Management Position

APPLICATION DEADLINE DATE: July 24, 2007

POSITION STARTING DATE: As soon as possible

POSITION ENDING DATE: June 30, 2008. At the discretion of the District, the position may be renewed for the subsequent fiscal year, contingent upon project requirements and continuation of funding.


BASIC FUNCTION:
Under the direction of the Manager, SCE Vocational/Medical Programs, the Special Projects Director – JDIF performs a variety of administrative duties for the School of Continuing Education. Such duties include, but are not limited to, coordinating JDIF-related training activities, establishing networks with local, state and federally funded centers, developing marketing and outreach plans, coordinating job development program and services, monitoring project budgets and timelines, and developing/submitting reports and invoices to the project’s funding authorities.

MAJOR DUTIES AND RESPONSIBILITIES OF POSITION:
• Perform a wide variety of administrative assignments which are confidential in nature; operate computers to maintain reports and other material pertinent to the administration of various contract education agreements.
• Identify potential instructors and workshop proctors.
• Perform a range of staff and/or operational support activities for the School of Continuing Education; may serve as a liaison with other departments on contract education and job development services.
• Participate in drafting or preparing responses to Requests For Proposals.
• Maintain vendor agreements.
• Establish, maintain, process, and update files, records, certificates, and/or other documents relative to training projects.
• Establish networks with local business industries.
• Manage budgets.
• May oversee the training activities at local employer sites.
• Develop/submit reports to California Chancellor’s Office.
• Supervise hourly and contract personnel.
• Perform related duties as assigned.

MINIMUM QUALIFICATIONS:
• Bachelor’s degree from a regionally accredited institution AND one year formal training, internship, or leadership experience reasonably related to this position.
**DESIRABLE QUALIFICATIONS:**

- Demonstrated sensitivity to and understanding of the socioeconomic academic, cultural and ethnic diversity within the community college student population including students with physical and/or learning disabilities as these relate to differences in learning styles.
- Experience in grant administration and record keeping.
- Computer literate.
- Experience in student recruitment and outreach.
- Experience in developing partnerships and training contracts with corporate and business representatives.
- Experience related to job development services and/or vocational training programs.

**APPLICATION PROCEDURE:**

Reference Job # SCT982 in all correspondence. Request DISTRICT APPLICATION by contacting the Office of Human Resources at (714) 808-4810, or visit our website at http://www.nocccd.edu for an on-line application. All application materials must be submitted with the DISTRICT APPLICATION as a complete package.

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

1. Completed DISTRICT MANAGEMENT APPLICATION.
2. Letter of interest demonstrating written communication skills.
3. Resume describing educational background and work experience.

**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, will not be returned, will not be photocopied, and will be considered for this position only. Applicant bears the sole responsibility for ensuring that the application package is complete when submitted.

Submit application package to:
Office of Human Resources
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., July 24, 2007. (Postmarks will not be honored.) Applications received after the closing deadline will not be accepted. The District does NOT accept application materials by e-mail or FAX.

**SELECTION PROCESS:**
The Hiring Committee will paper screen applications and select a limited number of candidates for an interview. 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 specified 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. Candidate(s) 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. All employees driving either their own, leased, or district-owned vehicles for District related activities must certify that they possess a valid California Drivers License. (Board Policy 6010, Section 4.0) THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

For further information specific to the nature of the position, please contact:
Martha Gutierrez, Manager, SCE Vocational/Medical Programs
(714) 808-4668

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.