SPECIAL PROJECTS COORDINATOR – BASIC SKILLS/HIGH SCHOOL DIPLOMA PROGRAM
School of Continuing Education – Anaheim Campus/Cypress Center
JOB # SCT980
(Temporary Specially-Funded Position)

POSITION:
Special Projects Coordinator – Basic Skills/High School Diploma Program
100% Temporary Management Position
Monday - Thursday; 10:00 am – 7:00 pm; Friday, 8:00 am – 5:00 pm

APPLICATION DEADLINE DATE: November 14, 2008

POSITION STARTING DATE: January 5, 2009

POSITION ENDING DATE: June 30, 2009. At the discretion of the District, the position may be renewed for the subsequent fiscal year, contingent upon project requirements and continuation of funding.

SALARY: $167.00 / Day (Plus stipend in lieu of benefits).

BASIC FUNCTION:
Under general direction, assist the Manager, Basic Skills/High School Diploma Program, by performing varied administrative duties involving a high degree of responsibility.

MAJOR DUTIES AND RESPONSIBILITIES OF POSITION:

C Assist and advise the supervising administrator; relieve the supervising administrator of special project administrative detail.

C Assist in the implementation of Basic Skills/High School Diploma Program activities; monitor project activities for conformance with policies and objectives; develop criteria for evaluating the effectiveness of project activities pertaining to the program and the Basic Skills Initiative working in collaboration with the supervising administrator and researcher.

C Assist in the monitoring of project budget(s); develop procedures for maintenance of project records and logs.

C Assist in the preparation of fiscal and other reports as directed; prepare articles for publication.

C Review the work of office staff as directed.

C Represent the supervising administrator at conferences and meetings related to project activities; address interested groups; serve as the liaison to local high school districts.

C Assist the supervising administrator in coordinating project activities with campus/District staff, community agencies, service providers and businesses (i.e. the Anaheim Union High School District Summer Accelerated Program).

C Supervise the recruitment, referral and placement of tutors.

C Perform related duties as assigned.

QUALIFICATIONS:

Education and Experience: Education equivalent to an Associate Degree from an accredited institution, preferably with an emphasis in business, education, or related area; extensive responsible office supervisory and technical administrative experience involving analytical and discretionary assignments.

Knowledge of: Organization, personnel and fiscal management; office management and procedures.

Ability to: Analyze and solve problems of organization and management; work both independently and in a team environment; identify the need for and develop proposed changes to operating practices and policies related to special project activities; supervise the staff of an administrative office; speak and write effectively; utilize word processing, spreadsheet software, and a
student database (i.e. SCT Banner, iTendance, Access, Excel).

APPLICATION PROCEDURE:
Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu, or calling (714) 808-4810. Reference Job # SCT980 in all correspondence. All application materials must be submitted with the District Classified Management Application as a complete package.

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

C Completed District Classified/Classified Management Application.
C Letter of interest demonstrating written communication skills and addresses the qualifications relevant to the position.
C Resume describing educational background and work experience.
C Undergraduate AND graduate college transcripts (may be unofficial). Evidence of degree conferred/awarded must be printed on the transcripts. 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 the application and/or complete and return all required supplemental forms will be considered an incomplete 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.

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 pm, November 14, 2008. (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.

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. 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:
Dione Carter – Manager, SCE Basic Skills Program
School of Continuing Education – Cypress Center
(714) 484-7264

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.