North Orange County Community College District

invites applications and nominations for the position of

Vice Chancellor
Educational Services and Technology
THE POSITION

The Board of Trustees of the North Orange County Community College District invites applications for the position of Vice Chancellor of Educational Services and Technology. The Vice Chancellor serves as the Chief Instructional and Student Services Officer for the District.

DUTIES AND RESPONSIBILITIES

Under the direction of the Chancellor, this position is responsible for providing overall leadership in the planning, development, implementation and coordination of the instructional and student support programs of the District including strategic planning, research, workforce and economic development, and educational technology.

Provides overall leadership and coordination of District curriculum planning and development, including new program development, distance learning, and program review; develops and implements plans to facilitate, improve and promote the curriculum and educational programs and maintain instructional standards of quality.

Provides overall leadership and coordination of District student services programs, including admissions and records, counseling, financial aid, EOPS and DSPS; develops and implements plans to facilitate, improve and promote student services programs and maintain service standards of quality.

Oversees the development and implementation of District instructional and student services policies and procedures; ensures consistent application of objectives, policies and procedures; ensures that instructional programs and students services are in compliance with applicable state and federal laws and regulations and accreditation standards.

Facilitates collaboration among the colleges and the School of Continuing Education with respect to academic, career technical education, fee-based community services and contract education programs; provides oversight and coordination of the District’s international education and study abroad programs; coordinates the development and implementation of curriculum articulation agreements with private and public colleges and universities and local high schools.

Coordinates the District’s enrollment management efforts, including development of annual FTES targets; coordinates the preparation of District enrollment management reporting pertaining to admissions, enrollment and attendance accounting; coordinates the completion of reports for federal, state and local agencies relating to instructional programs and student services.

Provides oversight and coordination of the District strategic planning processes; serves as a resource to the colleges and the School of Continuing Education for educational planning, research, outcomes assessment, and accreditation processes; coordinates the District and college accreditation self-studies, reports and team visits.

Coordinates research functions within the District with focus on promotion of student success.

Provides executive leadership in information and instructional technology, including hardware, networks, systems, applications, online education, distance learning and telecommunications; directs improvements in online education infrastructure.

Identifies grant opportunities and administers grant initiatives within the District; facilitates collaboration within and among the colleges and coordinates the development of grant applications within the District; reviews grant applications for legal compliance; serves as the District signatory for all District and college grants; monitors the operations and activities of grants and special programs, including reporting requirements and program audits.

Develops and prepares the annual preliminary budget for assigned programs; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding personnel, facilities, programs, operations and activities.

Maintains communication with District and college personnel and various agencies to exchange information, resolve conflicts and issues and coordinate program services; maintains current knowledge of pertinent legislation, rules, regulations and technology related to programs and services.

Organizes, attends, or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.

Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.

Demonstrates sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic and disability backgrounds of community college students and staff.

QUALIFICATIONS

Possession of a master’s degree from a regionally accredited institution.

Five years of increasingly responsible experience in instructional and/or student services, preferably in a postsecondary educational environment.

Administrative experience in a key position with decision-making responsibility, preferably in a postsecondary educational environment.

Demonstrated knowledge of and experience with curriculum development, educational program planning, student services, research, strategic planning and grants administration.

Demonstrated knowledge of and experience with information technology in the higher education learning environment.
**DESIRABLE CHARACTERISTICS**

- Earned doctorate from a regionally accredited institution.
- Demonstrated understanding of and commitment to the mission of the California community colleges.
- Demonstrated achievement in promoting student enrollment, success, retention, and outcomes.
- Demonstrated ability to work collegially in a participatory governance environment.
- Knowledge of regional accreditation standards and practices.

**COMPENSATION**

This is a contract executive position that offers a competitive salary and benefits package, including participation in the California State Teachers Retirement System.

**APPLICATION PROCEDURE**

Request a **District Application for Vice Chancellor, Educational Services and Technology** by contacting Ms. Sandy Cotter, Search Liaison, by e-mail at scotter@nocccd.edu, by telephone at (714) 808-4826, or visit our website at www.nocccd.edu to download the application form.

In order to receive consideration, applicants MUST submit a complete application packet consisting of the following:

- A letter of application, preferably no more than five pages, which provides examples from your background that demonstrate how your knowledge and experience apply to this position;
- A complete **District Application for Vice Chancellor, Educational Services and Technology**;
- A current resume of professional experience, educational background, and other pertinent information;
- Transcripts of all undergraduate and graduate course work (may be unofficial); **the award of all degrees must be printed on a legible transcript**. Evaluations of foreign degrees and course work are required. See www.nocccd.edu/Employment for information regarding evaluation of foreign degrees.
- Job description of your most recent position;
- A list of eight references, including two supervisors, two subordinates (including one support staff member), two faculty (or equivalent), and two community members. Include home telephone, business telephone, and e-mail addresses for each.

All application materials must be submitted with the District Application for Vice Chancellor, Educational Services and Technology as a complete packet to be considered for the position. **Incomplete application packets and/or application forms without signatures will not be considered.** All fields in the general information section of the application form 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. **The District does NOT accept application materials by FAX or e-mail.**

Submit completed application packet to:

Office of the Vice Chancellor, Human Resources
North Orange County Community College District
1830 W. Romneya Dr., Anaheim, CA 92801-1819

The ELS Group is assisting the District with this search. For confidential inquiries or nominations, please contact:

- Dr. Jesus “Jess” Carreon, Senior Partner and Lead Consultant
  jcarreon@elsgroup.org, (949) 680-6171
- Ms. Sallie A. Savage, Senior Partner
  ssavage@elsgroup.org, (831) 241-8379
- Dr. Edward Valeau, Senior Partner
  evaleau@elsgroup.org, (510) 566-3426

**DEADLINE FOR APPLICATIONS**

Application packet must be received by **4 p.m., Friday, February 28, 2014**. (Postmarks will not be honored.) Application packets received after the closing deadline will not be accepted.

**SELECTION PROCESS**

Paper screening is expected to begin in March 2014. A screening committee representing the constituencies of the District will paper screen applications and select a limited number of candidates for an initial interview.

Candidates selected for further consideration will be invited to interview with the Chancellor and the Board of Trustees. Eligible expenses of candidates invited to interview(s) for travel from outside a 150 miles radius of the District will be reimbursed up to the limits allowed by District policy. Meeting minimum qualifications does not guarantee an interview.

The successful candidate will be expected to be available for service within a mutually agreeable time after acceptance of an offer of employment and provide the following: official transcripts of all higher education course work and verification of experience (if necessary) 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. North Orange County Community College District will not sponsor any visa applications.
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 District is governed by a seven-member Board of Trustees, elected by registered voters in each of the respective trustee areas. The Chancellor is Dr. Ned Doffoney. The total District budget for 2012-13 was $194 million.

We Are...

...a District with a remarkable history of serving its communities.
...a diverse Board of Trustees that is independent, cohesive and collegial.
...a faculty and staff who play an active role in planning and developing policy.
...a fiscally stable organization with reserves that are substantially above the state minimum requirement.
...a District that ensures faculty, staff, administrators, and students are provided with the opportunity to participate in governance of the District commensurate with their respective roles.

We Seek To...

...offer programs and services that reflect innovation and currency and communicate those characteristics to our communities and colleagues locally, statewide, and nationally.
...implement our recently-adopted District-wide Strategic Plan, including facilities revitalization and technology goals.
...approach institutional planning from a mission-based perspective utilizing the vitality of our constituent groups.
...increase access for students through effective community outreach.
...make our District a leader in assuring student success.
...build on the collaborative efforts of our colleges and School of Continuing Education.