
Founded in 1913, Fullerton College is the oldest community college in continuous operation in California. As one of five institutions of higher learning in the city of Fullerton, the college is an integral part of a complex higher education system.

The 83-acre campus features instructional buildings that include conventional classrooms as well as laboratory facilities for science, art, computer technology, photography, automotive services, physical education and other specialized programs. A full complement of athletic fields and facilities surrounds the campus. Dr. Rajen Vurdien is the President.

Fullerton College offers its students a comprehensive academic experience, in a real college setting. We are committed to quality education in all areas of study, ranging from transfer-level courses to career certificate programs. These programs, coupled with our full complement of student support services and excellent faculty virtually ensure student success.

Fullerton College is a designated Hispanic-Serving Institution authorized under Title V of the Higher Education Act. The College recognizes the value of diversity in the academic environment of students, as well as faculty and staff, in promoting mutual understanding and respect, and in providing suitable role models for students.


NOCCCD: “Greatness. Achieved.”

The mission of the North Orange County Community College District is to serve and enrich our diverse communities by providing a comprehensive program of educational opportunities that are accessible, academically excellent, and committed to student success and lifelong learning.

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 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, mental or physical status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. Veteran status and people with disabilities are encouraged to apply. 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.
THE POSITION

VICE PRESIDENT, STUDENT SERVICES

JOB #FCM962

STARTING DATE

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

BASIC FUNCTION

Under the direction of the college President, this position is responsible for planning, organizing and directing the operations and activities of the college student services programs and services. The Vice President of Student Services serves as the college Chief Student Services Officer.

DUTIES AND RESPONSIBILITIES

Duties and responsibility as presented are intended to be representative and not restrictive. The District reserves the right to modify the assignment and allocation of duties in accordance with operational needs.

- Plan, organize, and direct the operations and activities of the college student development services including admissions and records, outreach, articulation, matriculation, counseling, EOPS, Disability Support Services, Career Placement Center/Workforce Center, Cadena/Transfer Center, Student Health Services, Student Affairs, International Students, financial aid, CalWORKs, student conduct/discipline, athletic program eligibility and other student services programs.
- Develop and implement plans and policies to facilitate and improve the student services programs and facilitate related operations and activities, including student personnel services budgeting.
- Direct the preparation of budgets for assigned programs and services; monitor and control budget expenditures; compile information and prepare a variety of reports related to programs, operations and activities.
- Serve as the college liaison with the District Office of Human Resources with respect to campus complaints of unlawful discrimination.
- Serve as the Student Discipline Officer.
- Train, supervise, evaluate and direct the work of assigned staff.
- Plan, organize and arrange appropriate training and staff development activities; provide orientation for new employees.
- Organize, attend, or chair a variety of meetings as required; serves on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.
- Coordinate related outreach activities with other colleges, high schools, vendors, students, community agencies, governmental and private agencies and other outside organizations.
- 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.

OTHER FUNCTIONS

In addition to the essential functions, the Vice President of Student Services may be assigned administrative responsibility for the campus child care/child development center.

The Vice President of Student Services serves as the college liaison with the District Office of Human Resources for personnel matters related to student services personnel, including evaluations, personnel processing and record-keeping.

MINIMUM QUALIFICATIONS

Master’s degree from a regionally accredited institution AND one year of formal training, internship, or leadership experience reasonably related to the assignment.

- 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.

DESIABLE QUALIFICATIONS

- Possession of an earned doctorate from a regionally accredited institution.
- At least three years of student services experience, preferably at the community college level.
- Leadership experience in student services, preferably at the community college level.

SALARY

The initial salary placement range is $125,322 - $158,572 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 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 allocated toward the premium cost of eligible dependent health insurance, accident insurance, income protection insurance, and available investment options.

APPLICATION PROCEDURE

Reference Job #FCM962 in all correspondence. Download the District Academic Management Application on our website at http://www.nocccd.edu or email requests to hri@nocccd.edu or contact the Human Resources Office at (714) 808-4810. All application materials must be submitted with the District Academic Management Application as a complete package.

A complete application package MUST include the following:

1. Completed District Academic 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 legible 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.
5. SEPARATE list of five (5) references, including professional relationship, current addresses, and telephone numbers of both colleagues and current supervisors. (THIS IS IN ADDITION TO THE REFERENCES SECTION OF THE APPLICATION; REFERENCES MAY BE THE SAME).

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 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.