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.

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.

Located approximately 40 miles southeast of Los Angeles, California, the North Orange County Community College District is the 12th largest in the nation, serving approximately 70,000 students each semester. The geographic boundaries of the District encompass 155 square miles.

The District includes the following cities: 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. There are more than one million people living within its boundaries. The District is governed by a seven-member Board of Trustees, elected at large by registered voters residing in the District. The Chancellor is Dr. Jerome Hunter. The total District budget for 2006-07 was $191 million.

The District includes Cypress College, Fullerton College, and the School of Continuing Education.

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 non-college credit programs including: high school completion, basic skills, vocational certificates, and self-development courses.
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
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, Campus Safety, 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 activities, including student services personnel.

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 personnel as assigned; participate in the selection and hiring process.

Attend a variety of meetings as required; serve 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.

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 from a regionally accredited institution AND one year of formal training, internship, or leadership experience reasonably related to the position.

DESIABLE QUALIFICATIONS
Possession of an earned doctorate from a regionally accredited institution.

At least three years of student services or other academic experience as a faculty member.

Leadership experience in student services, preferably in a community college.

At least three years of administrative experience, preferably in a community college.

Knowledge of multi-college District organization, operations, policies and objectives.

Knowledge of California Education Code and requirements, including Title 5 and related State and Federal regulations.

Experience with budget preparation and control.

SALARY
The initial salary placement range is $120,456 - $152,415 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 pays the employee-only health insurance premium for those who qualify. The District also awards each eligible employee a negotiated dollar amount to use for other benefits such as: dependent health insurance, dental insurance, vision insurance, life insurance, accident insurance, income protection insurance, and/or available investment options.

APPLICATION PROCEDURE
Reference Job #FCM962 in all correspondence. Download the District Academic Application on our website at http://www.nocccd.edu, or email requests to hr@nocccd.edu, or contact the Human Resources Office at (714) 808-4810. All application materials must be submitted with the District Academic 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. 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 Dr.
Anaheim, CA 92801

DEADLINE FOR APPLICATIONS
Application package must be received by 5:00 pm, February, 28, 2008. 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 email.