

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 will be considered an incomplete application. 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 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.

DEADLINE FOR APPLICATIONS

Application package must be received by **5:00 pm, May 6, 2015**. 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.

Submit application package to:

Human Resources Office
North Orange County Community College District
1830 W. Romneya Dr.
Anaheim, CA 92801

SELECTION PROCESS

The Hiring Committee will paper screen applications and select a limited number of candidates for an interview. This process will take several weeks. At the time of the interview a presentation and/or a written exercise related to the assignment may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview will be required of candidates selected as finalists. Possession of the minimum 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. NOCCCD will not sponsor any visa applications.

FULLERTON COLLEGE: “Excellence. Elevated.”

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.

Fullerton College – Excellence. Elevated. Fullerton College can be found on the web at www.fullcoll.edu.

For further information about the position contact:
Doug Benoit – Dean, Bus/CIS/Eco Workforce Dev
dbenoit@fullcoll.edu

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.

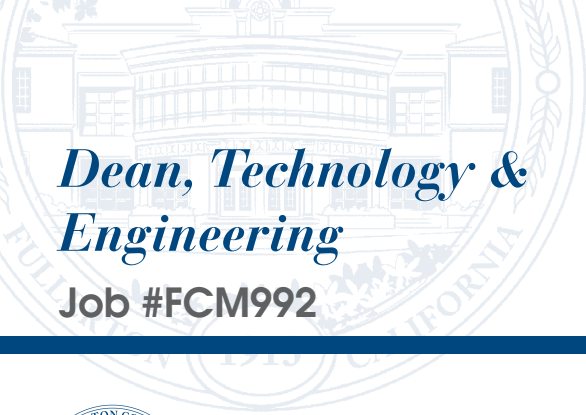
Two of the state’s premiere colleges and one of its most extensive continuing education programs combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 64,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. Our 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 our 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 Interim Chancellor is Fred Williams. 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, marital 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.



Dean, Technology & Engineering

Job #FCM992



Fullerton College

Excellence. Elevated.



THE POSITION

DEAN, TECHNOLOGY AND ENGINEERING JOB #FCM992

STARTING DATE

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

BASIC FUNCTION

Under the direction of the Chief Instructional Officer, this position is responsible for performing a variety of administrative and supervisory duties related to the functions and activities of a major multi-disciplinary instructional area within the college.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities 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.

Provide leadership in the administration of a major multi-disciplinary instructional area of a community college, including resource development and personnel management, in accordance with laws, regulations, District policy and collective bargaining agreements.

Formulate and develop long and short-range goals and strategic plans for the instructional area, including staffing, facilities, curriculum and educational philosophy; assure consistency of plans with other college and District plans.

Develop and implement plans and policies to facilitate, improve and promote the curriculum, programs and services of the instructional area; maintain instructional standards of quality.

Supervise the planning, development and recommendation of new courses; review standing courses and recommend the deletion of courses no longer appropriate to the curriculum; maintain current course outlines to accurately reflect the instructional programs, including on-line courses.

Develop and prepare class schedules, room and instructor assignments and class sections to be offered in day, extended day, weekends and intersessions.

Develop and prepare the annual preliminary instructional area budget; monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding personnel, facilities, programs, operations and activities.

Determine appropriate equipment and supplies for the instructional area in accordance with established policies; submit textbook lists and requests for supplementary materials, audio-visual resources and other instructional resources; monitor and control inventories.

Conduct outreach activities and serve as a liaison with local high schools and community agencies to promote program enrollment and effectiveness.

Maintain communication with District and college administrators, faculty members and classified staff to resolve conflicts and issues, exchange information and coordinate division activities.

Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes.

Plan, organize and arrange appropriate staff development programs and activities for faculty and staff; provide orientation for new employees.

Organize, attend or chair a variety of administrative and staff meetings as required; serve on committees as assigned; provide administrative oversight of special projects or programs as assigned.

Maintain current knowledge of instructional methods and new technologies pertinent to assigned programs; 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 Dean may participate in the development and administration of external funding sources from grants, corporate sponsorships, and donations.

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.

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.

All degrees and course work used to satisfy the required minimum qualifications must be from accredited postsecondary institutions (see www.nocccd.edu/Employment regarding accredited postsecondary institutions).

DESIRABLE QUALIFICATIONS

Advanced degree in a Technology or Engineering discipline from a regionally accredited institution.

Relevant industry/private sector work experience.

Teaching experience in Technology, Engineering or related field in an accredited post-secondary institution; preferably a community college.

Leadership, management, and/or coordinator experience at the academic, CTE department, or division level.

Demonstrated success in building and managing collaborative partnerships with the business community.

Demonstrated experience in developing and managing multiple budgets.

Demonstrated experience in fundraising and grant writing with a focus on economic and workforce development initiatives.

Excellent oral and written communication skills.

SALARY

The initial salary placement range is \$114,347 - \$144,687 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 District 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 be allocated toward the premium cost of eligible dependent health insurance, dental insurance, vision insurance, life insurance, accident insurance, income protection insurance, and available investment options.

APPLICATION PROCEDURE

Reference **Job #FCM992** in all correspondence. Download the **District Academic Management 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 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.