



North Orange County Community College District
EMPLOYMENT OPPORTUNITY

1830 W. Romneya Drive, 9th floor, Anaheim, CA 92801-1819
Telephone: (714) 808-4810 ♦ Job Line: (714) 808-4811
E-Mail Address: hr@nocccd.edu ♦ Website: www.nocccd.edu

**SPECIAL PROJECTS DIRECTOR – BASIC SKILLS
FULLERTON COLLEGE
JOB # FCT984
(Temporary Specially-Funded Position)**

POSITION: Special Projects Director – Basic Skills
100% Temporary Management Position

APPLICATION DEADLINE DATE: **December 8, 2008**

POSITION STARTING DATE: February 2, 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: \$253.53 / Day (Plus stipend in lieu of benefits).

BASIC FUNCTION:

Under the direction of the Dean of the Humanities Division, provide comprehensive administrative direction, coordination, and support for the Fullerton College Basic Skills Initiative.

MAJOR DUTIES AND RESPONSIBILITIES OF POSITION:

- In collaboration with the Fullerton College Basic Skills Student Success Steering Committee (BSSSSC) and under the direction of the Dean of the Humanities Division, provide strategic leadership, coordination, and support for the Fullerton College Basic Skills Initiative (BSI).
- Communicate and coordinate BSI efforts among the BSSSSC, instructional areas, student services, staff development, the research office, and other relevant areas.
- Provide administrative and technical support for campus BSI projects as well as support for faculty and staff involved in BSI projects/activities.
- Monitor and fulfill BSI program reporting requirements including the preparation of action plans and expenditure plans/reports.
- Monitor the overall campus BSI budget as well as the budgets of individual BSI activities.
- Work with the campus research office to assess BSI activities.
- Coordinate BSI staff development activities and graduate student internships.
- Attend regional and statewide BSI meetings and conferences.
- Communicate and collaborate with district, community, and statewide entities such as the School of Continuing Education, local high schools, local colleges and universities, and the state chancellor's office.
- Perform similar and related duties as assigned.

MINIMUM QUALIFICATIONS:

Graduate degree in a related area from a regionally accredited institution **AND** one year of relevant training, internship, leadership, or management experience, or the equivalent. Equivalent qualifications must include, at minimum, education, training and/or professional experience that would be equal to the required graduate degree and administrative experience requirements.

DESIRABLE QUALIFICATIONS:

- Master's degree in Education or in a discipline related to Basic Skills (e.g., reading, writing, mathematics, and English as a Second Language, as well as learning skills and study skills).
- Experience teaching or working with Basic Skills students.
- Experience working at a community college.
- Knowledge of current issues, trends, technologies, and initiatives related to Basic Skills.

- Experience managing budgets.
- Excellent organizational and interpersonal skills.
- Excellent written and oral communication skills.
- Demonstrated commitment and sensitivity to diversity.

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 # FCT984** in all correspondence. All application materials must be submitted with the District Classified/Classified Management Application as a complete package.

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

1. Completed District Classified/Classified Management Application.
2. Letter of interest demonstrating written communication skills and addressing the qualifications relevant to the position.
3. Resume describing educational background and work experience.
4. 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 p.m., December 8, 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:

Dan Willoughby – Dean, Humanities
(714) 992-7036

For more information regarding the California Basic Skills Initiative, visit www.cccbsi.org.