



Job Description

Job Title: Associate Dean – Enrollment Services

JTC: AQF

Salary Range: E01

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible overseeing college-wide instructional goals and strategies at the campus operational level in support of Executive Dean/Dean(s) and other constituents within assigned discipline.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to provide academic leadership to foster student learning, effective teaching, and meaningful curriculums of study resulting in the achievement of identified outcomes. Knowledge of and the ability to coordinate the development of academic programs, course schedule planning, faculty evaluation and development and other related administrative activities within the assigned program area. Visions new course offerings, programs and learning opportunities which could be offered through the division.

Demonstrated problem solving skills with the ability to define the problem(s), collect data, establish facts, draw conclusions and implement solutions. Coordinates curricula and catalog changes and assists with the pursuit of grant funding opportunities. Attends college, district or community meetings and events.

Ability to collaborate with a diverse, multi-cultural college community, including faculty, students, staff, other colleagues and constituents to ensure compliance with academic policies and procedures. Value opinions and ideas from a diverse population recognizing the impact of actions on various groups. Acts as a liaison with relevant community agencies, other colleges and universities, etc., in order to respond effectively to requests, needs and/or concerns.

Allocates and plans for resources within the division and in collaboration with other colleges, divisions or departments regarding facilities, equipment, software and technology needed to effectively deliver courses, programs and services. Provides directional leadership in aligning the division and its members with the competencies to achieve the vision, mission and strategic goals of the college/district. Provides leadership in faculty and staff development. Actively participates in the achievement of division/district goals and/or assigned tasks by fostering an environment of quality customer service, innovation, and improvement.

Demonstrated management, leadership, and interpersonal skills coupled with strong administrative and team building skills. Ability to maintain productive working relationships and clearly communicate information, ideas or instructions verbally and in writing. Able to maintain confidentiality of



employee/student records and has high ethical standards. Strong knowledge and experience in providing effective customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree or higher in related field plus two (2) years of experience working in related field. Official transcripts required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Oversees the operation of the Enrollment Services area which includes the Admissions Office, Degree Audit Office, Registrar Services Office, and the College Welcome Center. Serves as the Director of Commencement for the annual Commencement Ceremony and manages the budget of over half a million dollars.

Responsible for enforcing the code of conduct rules and resolves issues when a student has a concern with their records. As a Conduct Officer, provides problem-solving ideas to the students who have violated the Student Code of Conduct. Strong team-building skills, excellent time management skills, self-motivated and goal oriented. Responsible for operating the organizations in accordance with campus policies, procedures and regulations, consistent with the highest ethical standards.

Create many strong working relationships across the college, District and within the Texas Association of Collegiate Registrars and Admissions Officers (TACRAO). Works collaboratively with other Registrars across the District to decide on Best Practices to use for consistency across the District.

Researches, assesses and identifies specific information needed to clarify a situation when making a decision. Gives direction and input to assist supervisors with their decision-making process as requested. Capable of prioritizing and good organizational skills. Create strategic planning by engaging and supporting different organizations and committees.

Communicates effectively through small groups, individual meetings, email, staff meetings or one on one sessions. Excellent interpersonal skills as well as exceptional written and oral communication skills to provide quality customer service to a diverse community.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.