



Job Description

Job Title: Administrator – Student Life

JTC: AQJ

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

Directs the planning, development, organization, management, and direction of an organization and complies with DCCCD policies and procedures, state and federal laws, codes, and regulations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience directing the day-to-day functions and activities of an organization to meet and exceed the organizational goals. The ability to development, and implementation of the overall planning strategies, policies and operational practices of the organization.

Capable of assessing situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the organization/program. Must have leadership skills including motivation, supervision, delegation, planning and assessment, ability to train and mentor faculty, students, and staff.

Knowledge and experience leading projects and assignments as they apply to the organization and ensures they are completed on time and within the allocated budget. Ability to interpret and applies policy and procedures to maintain consistency and compliance in the assigned areas.

Ability to establish and maintain positive working relationships with both internal and external colleagues, to achieve the goals of the organization. The ability to represent the organization to key stakeholders and business partners by participating in various committees and meetings. Proficient in developing solutions to new or highly complex problems that cannot be solved using existing methods.

Demonstrates interpersonal, organizational, oral and written communication skills to engage effectively with students, faculty, other campuses and organizations as well as individuals from diverse multicultural backgrounds. Excellent customer service experience.

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 with student organizations or extra-curricular programs. Official transcripts required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Directs and administers co-curricular events, including planning, promoting and evaluation of programs and services that are focused on providing a diverse student body with opportunities for personal growth and leadership development. Demonstrated ability to maintain high-quality standards of work, leadership, ethics, commitment, and professional responsibility and judgment.

Develop and implement procedures and guidelines for student programs and organizations; recommends and interprets DCCCD policy while maintaining compliant to achieve the vision, mission, and goals of the organization. Responsible for implementing all DCCCD policies regarding clubs/organizations, student travel, health and safety rules.

Demonstrated ability to establish and develop productive and collegial relationships, collaboration, and communication with on-campus constituencies and external partners and build effective teams as needed. Participate on campus-wide committees as needed to represent the student success initiatives. Research and stay abreast of regional and national trends related to student services.

Manage and maintain the operational budget to include activities, program expenditures, expense reports, purchase orders and disbursement requests. Reviews and approves publicity and promotional materials such as poster signs, and all other methods of advertising. Ability to take initiative, anticipate problems, and solve issues in a timely manner.

Supervises and provides leadership for assigned staff through selection, hiring, professional development and performance evaluation. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Supervises approximately 2-10 employees (direct/indirect) and is responsible for a budget starting at \$180,225 to \$1 million.

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.