



Job Description

Job Title: Administrator – RCHS Student Services

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 in related field plus two (2) years of experience in higher education. Proof of current and valid driver's license is required. Official transcripts are 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 policies and procedures for student services in areas such as enrollment, advising, registration, Public Education Information Management System (PEIMS) and state reporting etc. Oversees the management of audits to ensure compliance with The Higher Education Coordinating Board (THECB) and the Texas Education Agency (TEA). Designs and executes staffing plans to meet the goals, vision, and mission of the organization.

Works with advising staff, special population's coordinator, Director of disability services, students, and parents to evaluate, identify, and implement support services for student success. Serves as a liaison with state, federal, and private agencies and organizations on matters referring to the needs of RCHS special populations. Responsible for all generated funding and all student records along with compliance with the Texas Education Agency.

Requires professional working relationships with internal and external constituents, students, faculty and staff. Works with advising staff to ensure transcript classes meet Texas Essential Knowledge and Skills (TEKS) requirements and graduation requirements are completed as governed by the law. Works cooperatively with campus and departments to coordinate the collection, integration and formatting of all data required for state and federal reporting purposes according to the state and federal guidelines, including the PEIMS Data Standards and the Student Attendance Accounting Handbook.

Creates brochures, training materials, and four-year plans to ensure students completes graduation requirements to earn high school diploma. Stays abreast of changes to PEIMS Data Standards and Attendance Accounting Handbook and disseminates revised information to appropriate staff. 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.

Proven leader with outstanding people and project management proficiencies, organizational skills and experience in handling strategic issues as wells as evidence of strong interpersonal skills. 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 5 to 10 employees and is responsible for a budget of \$1.1 million dollars or more.

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.