



Job Description

Job Title: Associate Director-Articulation/Transfer Services JTC: APV

Salary Range: E02

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 for business operations and financial administration of the organization. Provides project strategy, resource planning, coordination and execution of projects and analytics.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience to organize, plan and direct the daily activities of a department or organization. Advanced knowledge to develop, manage and implement departmental processes and procedures to meet vision, mission and goals of the organization. The ability to drive implementation of key initiatives following policies and procedures of the district and organization.

Ability to solve complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Provide leadership that encourages employee productivity and efficiency. Advanced experience developing both short- and long-term strategies that meet business needs. The ability to lead committees and task forces to improve service and quality.

Ability to develop and maintain constructive and cooperative working relationships with individuals of diverse backgrounds, both internally/externally, within and outside of the organization, with representatives of the community, employee and public interest groups to meet the business needs. Excellent interpersonal skills that are demonstrated by being articulate, direct and forthright, and serving as a collaborative and decisive team member and a strategic thinker with a broad perspective.

The ability to make clear, consistent, transparent decisions, acts with integrity in all decision making and distinguishes relevant from irrelevant information making timely decisions. Demonstrated organizational skills in planning, directing and prioritizing multiple and complex assignments and projects. Ability to manage multiple matters simultaneously and to respond to rapidly shifting priorities or challenging situations. Knowledge and experience of forecasting and managing the budget.

Ability to maintain confidentiality and has high ethical standards. Strong verbal and written communication skills, with the ability to present and communicate with multiple levels in a multi-cultural community. 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 plus two (2) years of work-related experience. Must have valid driver's license for off-site travel. Official transcripts will be required. *** *Will be subject to a criminal background check. Some positions may be subject to a fingerprint check.* ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for planning, implementing and coordinating DCCCD's articulation agreements and transfer pathways and services in compliance with Texas Higher Education Coordinating Board Rules and state statutes; ensures that students and college personnel have current and accurate transferability information regarding Texas colleges and universities, distance learning institutions and select out-of-state four (4) year higher education institutions. Keeps current on emerging best practices and technological changes related to articulation, transfer services and guided pathways through professional development activities and participation in regional and state collaborative initiatives and organizations.

Administers the development and implementation of articulation agreements and transfer guided pathways to support transfers to four-year institutions. Initiates and expands strategic alliances with various community organizations, high schools, other community colleges and universities to partner on transfer initiatives. Coordinates and provides training and workshops for college, high school and university staff to inform and facilitate student success. Collaborates with DCCCD Transcript Evaluation Center to promote reverse transfer processes to participating colleges and universities. Stays abreast and communicates current best practice higher education trends and provides leadership to initiatives related to the DCCCD Board strategic goals.

Maintains collaborative and working relationships with diverse stakeholders and constituents, internal and external to the DCCCD community network to ensure timely updates of articulation and transfer agreements and compliance with applicable policies and best practice standards to facilitate student transfer with minimal excess credits and student debt.

Oversees the development and maintenance of transfer guided pathways, transfer and university transfer admissions guides on the DCCCD Transfer Services website. Works with all college campuses to facilitate the development of user-friendly and effective materials for students and the community.

Must have documented excellent interpersonal, presentation, verbal, and written communication and leadership skills to interact with individuals from diverse backgrounds within the DCCCD community network. Provides excellent customer service.

Must complete required DCCCD Professional Development training hours per academic year. Performs other related duties as assigned.



Dallas County Community College District

Supervises two (2) or more full-time or full-time equivalent employees either directly or indirectly.
Manages a budget of approximately \$250,000.

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.