



Job Description

Job Title: Associate Director – Student 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 tasks forces to improve service and quality.

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 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 in related field with two (2) years of experience 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

Executes administrative leadership, planning, coordination, and the implementation of the DCCCD special student program(s). Works closely with other organizations, key stakeholders, and staff to ensure the assigned program/organization is functioning efficiently and effectively. Responsible for developing creative and innovative programs to support students throughout their education.

Attends and provides direction at monthly meetings to enhance program services and serves as the college liaison with various student/community outreach organizations. Ensure policies and procedures of the DCCCD are followed as it pertains to the special program(s).

Establish cross-functional and multiple location relationships; provides training and networks with both internal and external colleagues to accomplish program objectives. Exhibits a high level of initiative and independent judgment, making tactical decisions and recommendations for improvements. Develops and maintains a vision for the progression of student programs; following District policies and procedures.

Develops specifications for student programming needs each year, designing, revising, updating and the implementation of modifications. Interprets the principles and practices of educational administration, student development, and delivery of student services in a community college environment. Monitor trends and best practices in student services.

Prepares reports, proposals and recommendations for overall programs and keeps detailed records of assigned activities. Must have excellent interpersonal, presentation, verbal and written communication skills to interact with individuals from diverse backgrounds within the DCCCD community network.

May supervise approximately two (2) or more full-time employees and manages a budget ranging from approximately \$100,000+.

Performs other job 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.