



Job Description

Job Title: Dean/Executive Assistant to the President

JTC: AFE

Salary Range: E04

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

Provides administrative support for college president with considerable latitude for independent judgement and initiative. Provide leadership to college-wide strategic planning initiatives. Senior level administrator responsible for supervising evening and weekend instructional support services, college-wide official functions, and other specialized tasks. Responsible for developing, planning and budgeting for staff development programs. Directs supervision of key personnel in President's Office and Evening and Weekend Office. Serve as the college representative to the Commission on Colleges and Schools, providing administrative leadership to accreditation activities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Academic leader with a track record of effective academic and administrative experiences in developing strategies to achieve educational goals and objectives maintaining high standards in academics and teaching processes. A visionary, leader, and strategic thinker with demonstrated collaborative and administrative accomplishments.

Academically and experientially qualified to accomplish the vision, mission, and goals of a division, and expected program outcomes; demonstrated experience in teaching, scholarship programs, and student /faculty service at a college or university level. Complies with local and regional educational regulations and accreditation requirements.

Ability to maintain effective communication between students and faculty within a division and/or college, other academic personnel and external community stakeholders. Demonstrated understanding of the educational, cultural and social needs of a diverse student population. Experience interpreting, articulating and implementing a variety of regulations, policies and procedures to ensure compliance with district, state and federal government.

Demonstrated experience in developing and implementing curricula and programs. Keeps up-to-date on the latest trends within the academic community. Strong work ethic and self-starter with ability to manage and prioritize multiple assignments. Experience in operational planning, policy development, and outcome/needs assessment. Ability to utilize technology to access data, maintains records, generate reports and communicate with others.

Experience must include supervisory and budgeting responsibilities. Experience in shared governance with excellent interpersonal communication and problem-solving skills, and commitments to cultural diversity and inclusion.



Ability to work cross-functionally with other constituents to implement operational strategies or new processes to improve client experience and provide excellent 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 plus three (3) years of community college administrative experience, plus demonstrated experience in the areas of responsibility described in this job description, including supervision. 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

Provides highly responsible administrative support to the College President, including the coordination of confidential information, memos, and drafts speech materials. Plans, organizes and facilitates activities designed to develop and meet strategies and action plans to support and contribute to the achievement of college mission, goals and indicators.

Responsible for developing and monitoring budgets for President's Office, Staff Development, Planning and Accreditation, and Special Activities. Interprets, communicates, and implements related policies, procedures and regulations. Responsible for timely submission of all related periodic reports.

Assists the College President in developing and maintaining relationships with appropriate government agencies and personnel. Provides leadership in the formulation and interpretation of procedures and criteria to ensure compliance with related state/federal accrediting/governing bodies.

Provides leadership to staff development activities/programs. Provides leadership, supervision and coordination of all evening and weekend instructional services. Includes administrative oversight of the student evaluation instruction process.

Trains and supervises full-time and part-time personnel in several college areas. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

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.