



## Job Description

**Job Title: Vice Chancellor for Student Advocacy & Educational Policy**

**JTC: AQR**

**Salary Range: A95 (Unbanded)**

**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

Chief academic and student services officer charged with leading the system in the development of a student-centric instructional delivery system as a part of the integrated higher education network. This individual must be able to build internal and external partnerships, including non-consumers of higher education; to identify and influence policy alignment to support the student experience; and to build on the DCCCD history for academic quality.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated experience in teaching and/or student services in an academic environment as well as demonstrated ability to develop and/or strengthen innovative instructional and/or student programs/services.

Demonstrated success in building relationships to support efforts in large scale change management initiatives.

Demonstrated abilities as a team player and team builder.

Demonstrated commitment to the values of promoting and enhancing diversity.

Demonstrated ability to deliver professional presentations using state-of-the art technology. Excellent oral and written communication skills to meet the needs of a diverse population, internal and external to the system. 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 (required) or earned Doctorate (preferred) plus five (5) years of related work experience including three (3) years of upper level administrative leadership in higher education, and/or



related environment. Requires five (5) years of demonstrated supervisory experience of full-time staff. 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

Develops and implements policies aimed at increasing student access, student success, transfer opportunities and objectives in alignment with the priorities of the DCCCD Board of Trustees' as outlined in the system-wide strategic plan. Develops and implements policies to ensure that all populations can successfully navigate developmental and remedial education programs resulting in improved retention and graduation rates. Prepares board briefings and agenda items aligned with system-wide goals and objectives.

Develops and implements performance funding strategies that recognize priorities of the district including those aimed at improving retention, diversity, and completion rates. Develops and implements performance funding strategies related to academic planning, academic program review, and curriculum development.

Provides leadership to ensure that all residents, employers, and communities have access to all programs and services offered by colleges regardless of geographic location. Collaborates with the Vice Chancellor, Workforce and Economic Development to identify high demand workforce and technical programs, as well as specific training needs of the community. Provide leadership in developing partnerships, agreements, and special initiatives with both K-12 districts and universities.

Accountable for the operations, decisions, and actions of individuals, divisions, and departments assigned. Accountable for developing and implementing communication strategies that engage other Vice Chancellors and Presidents, as well as other individuals in system leadership positions to provide operational and consultative assistance to the Chancellor in a variety of system-wide initiatives.

Accountable for leading change in system-wide academic and student services initiatives. Accountable for strengthening the quality of academic and student services programs throughout the system. Accountable for developing new programs to better serve individuals, employers, neighborhoods, and communities. Oversees system coordination in the development of new programs related to student programs, as well as revision/update of existing programs.

Participates in community and organizational activities/events as an official representative of the District and/or Chancellor as required. Acts as the chief instructional and student services spokesperson for the system. Develops and maintains relationships with accrediting agencies and other governmental and/or public entities that have an impact on approval, development and delivery of instructional and student programs/services.

Designs and executes a staffing plan to meet requirements through selection, training, coaching, development, evaluation and supervision of assigned staff. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external 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.*