



Job Description

Job Title: Faculty Contract & Load Specialist

JTC: NE3

Salary Range: N02

FLSA: Non-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 preparing and verifying special employment agreements and extra service contracts for various teaching assignments throughout the year for either all location adjunct faculty only or for both full-time and adjunct faculty of a specific division as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledgeable about contracts and agreements. Demonstrate ability to work within tight deadlines and with minimal supervision.

Ability to utilize computer technology to access data, maintain records, generate reports and communicate with others.

Demonstrate oral and written communications skills to interact with varying levels of DCCCD staff and students from diverse backgrounds.

Ability to adapt to new software/hardware and mainframe applications and utilize computer technology to organize and access data, maintains records, and generates contracts and detailed reports.

Must have strong organizational skills, ability to multi-task, detail-oriented approach to work, strong decision-making skills, good follow-up, ability to complete tasks. Strong knowledge and experience 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. Occasionally may be required to lift and carry materials weighing up to 20 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree plus two (2) years of experience *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Primarily responsible for preparing all location adjunct faculty contracts. Receives, researches, and verifies data to generate special employment agreements and extra service contracts. Develops and processes the monthly board approval list for the President's Office.

Tracks contracts and acts as a liaison between instructors, divisions, deans, and human resources. Monitors the distribution of contract copies to instructors and develops and maintains contract files. Trains other department office personnel in the contract process. Prepares and monitors full-time faculty extra service contracts (including special assignments, projects, etc.). Prepares and monitors summer and banked contracts which are calculated on a premium pay.

Acts as resource person, resolves problems, and provides guidance to campus divisions and/or specific division administrative staff related to contract information and generation. Compiles, generates and provides adjunct/full-time faculty reports to divisions and/or division administrative staff assigned to. Updates the Adjunct Faculty Manual. Cross-trains the designated backup staff member(s).

Provides ongoing technical support and assistance to both full-time and adjunct Faculty with computer needs and questions. Responsible for the initialization and maintenance of adjunct and/or full-time faculty e-mail accounts.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provide excellent customer services to clients.

Performs related 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.