



Job Description

Job Title: Program Development Specialist

JTC: T25

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 performing professional level work in assisting a Program Director in the identification, development, scheduling and evaluation of continuing education courses in the assigned program area(s). Work also involves development and dissemination of promotional materials.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledgeable about continuing education procedures and programs. Ability to utilize computer technology to access data, maintain records, generate reports and communicate with others

Exhibits strong problem-solving skills. Oral and written communication skills to support interaction between the DCCCD and other organizations, community groups, faculty and staff from diverse backgrounds.

Ability to work both independently and with others to resolve issues and maintain composure and professionalism in an environment of changing and/or multiple priorities.

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

Assists in the identification, development, scheduling and evaluation of continuing education courses. Prepares narrative and statistical reports on continuing education programs for use by supervisor.



Participates in the development and design of brochures, advertisements and other promotional materials. Coordinates production and distribution activities.

Assist in identifying instructors and/or speakers. Communicates and coordinates with representatives of other institutions, agencies and organizations.

May coordinate facilities for off-campus operations. Participates in registration activities. Responsible for supervision assigned staff, consisting primarily of part-time support staff or student workers.

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 service.

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.