



Job Description

Job Title: School Alliances Associate

JTC: TR6

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 designing, developing, and implementing programs to increase student enrollment and enhance student retention requiring knowledge of the District its programs and resources.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledgeable about outreach programs. Ability to design and developing programs and have intense knowledge of recruiting activities. Able to coordinate recruiting activities with DCCCD colleges and area school districts, area community organizations, outside funding agencies and area employers.

Advanced knowledge of computer technology to access information, maintain records, generate 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.

Able to generate reports for recruitment and retention activities.

Well-developed oral and written communications skill to interface with individuals from diverse backgrounds. 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 30 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree plus four (4) years of experience *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, coordinates and participates in activities in a variety of settings designed to identify and attract potential students. Some positions may focus on a target student population and may require



proficiency in a language other than English. Overall, responsible for outreach activities and working cooperatively with campus/locations in their recruitment efforts.

Creates promotional letters/material to attract and maintain student/potential student contact as well as contact with parents and coordinates distribution with college public information personnel. Sponsors and coordinates activities to encourage community and public-school student participation and interaction in programs and activities on college campuses.

Provides information to students/potential students on college programs and services at specific scheduled events, via mail-outs, presentations, etc. Acts as a liaison between colleges and public schools, area community organizations, outside funding agencies, and/or area employers.

Gathers, analyzes and prepares reports related to recruitment and retention activities. Develops and maintains programs for high risk students to provide seminars and workshops designed to counsel students in time management, study techniques and other existing programs for disadvantaged and other high-risk students. Requires extensive travel within Dallas County.

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.