



## Job Description

**Job Title: Coordinator**

**JTC: CCU**

**Salary Range: N04**

**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

Supports the organization by performing administrative duties related to planning, directing, and coordinating the operational activities of the assigned organization and working on assigned projects.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

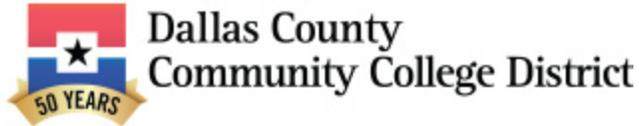
Some responsibilities may include performing administrative duties, maintaining databases, creating reports, assist management and colleagues perform assignments, maintain and provide direction in the office, and completion of special projects and/or events, and other assignments as requested.

Understand the short- and long-term goals of the organization and has the related knowledge to fulfill these goals successfully, following District policies and procedures. Networks with other coordinators, institutions, and departments to share information and gain knowledge to help improve the process and procedures.

Build solid relationships interacting with colleagues, external entities, and personnel to fulfill the vision and mission of the organization. Serves as a primary point of contact and liaison with other offices, individuals, and external institutions and agencies on a range of specific issues and coordinates and facilitates meetings. The ability to analyze plans and able to identify mistakes and inefficiencies and provide solutions.

Monitors and coordinates the budget as appropriate and prepares internal reports for management as requested. Assist with project development, planning and implementation. Excellent time management skills, able to prioritize, and has solid organizational skills to complete assignments, projects and tasks on time.

Strong communication skills to speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques, interacting with diverse audiences. Must be able to 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

Associates degree with two (2) years of work-related experience. Official transcripts required when applicable. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

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 position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*