



## Job Description

**Job Title: Coordinator Outreach & Recruitment**

**JTC: CU7**

**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

Responsible for planning and implementing outreach and recruitment efforts designed to attract and recruit potential DCCCD students.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough familiarity of all segments of the Dallas county community including demographics, diverse strata and community groups. Knowledge about functions, operations and activities associated with the outreach, recruitment, relations with schools, and student services environment.

Able to develop materials for outreach and recruitment. Ability to development, implementation and monitoring of budget; resource development. Demonstrate an ability to coordinate, create, organize, and deliver recruitment and outreach events, program information sessions for assigned schools.

Able to maintain an effective working relationship with counselors and staff assigned to feeder high schools. Able to uphold an effective working relationship with other college departments that participate in the college's recruiting and outreach efforts.

Excellent organizational skills and ability to utilize computer technology to access data and generate reports. Able to organize and chair meetings, lead workshops, facilitate group discussions and involve staff in idea generation, goal setting and decision-making.

Strong knowledge and experience providing effective customer service. Ability to be proficient in other languages than English.

### 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 50 pounds.

### MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's Degree and three (3) 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, implements and participates in outreach and recruitment activities designed to meet the goals set forth by the District's/location's strategic enrollment plan. Focus on a target student population and may require proficiency in a language other than English. Prepares and delivers presentations to varied groups including potential students, parents, and other stakeholders.

Responsible for developing, coordinating and implementing specific events and activities resulting in outreach to underserved communities and recruitment of potential students from underrepresented populations. Maintains and answers District Spanish line.

Serves as District/location representative to area school districts, community organizations and others and assists in identifying emerging educational needs in the community. Works closely with District NOW (Networking and Outreach Workgroup) on upcoming events and activities. Sets up and staffs District/location information tables at events including college fairs and community-based events. Assists in creation of promotional tools and resources including print materials and giveaway items; tracks and maintains inventory of promotional resources

Depending on assigned location, establishes purposeful partnerships with community entities including the faith-based community and local chambers of commerce which result in specific events and activities. (DISTRICT OFFICE ONLY) Gathers, analyzes and prepares reports related to outreach and recruitment activities. Coordinate specific office functions or delegated tasks or projects. Responsible for selection, training, coaching, evaluation and development of assigned staff. 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. Provides 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.*