



Job Description

Job Title: Specialist Assistant to the Vice President

JTC: CF3

Salary Range: N05

FLSA: 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 providing support with considerable latitude for independent judgement and initiative, to a college vice president in such areas as writing, faculty/student interaction, coordination of office and personnel and other specialized tasks as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Able to interpret policies and procedures and recommend changes as appropriate. Able to align workflow and priorities by managing the schedules and anticipating the needs of the executive team in coordination and collaboration internally and externally.

Must organize ongoing and new initiatives as directed (research, meeting preparations, analytical reports) and manage projects as assigned.

Ability to work independently and manage great levels of responsibility. Ability to exhibit the highest standards of professional ethics including confidentiality and integrity.

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

Oral and written communication skills in order to support interaction with individuals from varying backgrounds. Strong knowledge and experience providing effective customer service. Excellent interpersonal skills and the ability to create strong professional relationships with colleagues, staff and clients.

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

Associate degree plus three (3) years of experience. Must have one year of supervisory experience of full time staff. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Organizes, provides leadership and participates in a variety of specialized tasks as assigned by the Vice President. Performs detailed research, analyzes and completes questionnaires, surveys and selected government reports.

Composes confidential correspondence and memos; prepares speeches for the Vice President, which requires knowledge of community college philosophy, current trends in higher education and other topics as needed.

Works cooperatively with college administrators to develop and implement college marketing strategy including developing, producing and distributing informational and/or promotional materials. Works with other college workgroups to meet special needs related to but are not limited to, admissions, registration, advisement, instruction, and recruitment.

Responsible for selection, training, coaching, evaluation and development of assigned staff. - Monitors assigned budget allocation. Coordinates a variety of activities between Instructional Divisions and other college departments in support to the Vice President.

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.