



## Job Description

**Job Title: Auxiliary Business Services Assistant**

**JTC: CG3**

**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 monitoring and administering food services, vending, and other auxiliary business programs and services.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Business related experience with providing auxiliary services. Broad understanding of business functions and processes. The ability to prepare financial statements and reports, following district policies and procedures.

Self-motivated with excellent organizational and problem-solving skills. Ability to efficiently perform a variety of tasks under pressure of time and client demands while maintaining a professional and personable manner.

Must have excellent interpersonal skills working in a diverse environment, including the ability to analyze and anticipate client needs while comparing to available facilities and service. Outstanding multi-tasking skills, with excellent organizational and time management skills.

Capable of assessing situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization/campus location. Ability to prioritize and organize assigned responsibilities to meet established deadlines. Ability to utilize computer technology in order access and compile statistical data, generate financial and other reports.

Excellent computer skills to include proficiency in Microsoft Office Suite. Demonstrated oral and written communication skills to effectively interact with varying levels of industry contacts and individuals from multi-cultural 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.

### MINIMUM KNOWLEDGE AND EXPERIENCE

Associate degree or equivalent in related field plus three (3) years business related experience and/or experience working with providing auxiliary services.



Valid driver's license and the ability to travel as required to a variety of District locations. Official transcripts are required. \*\*\*Will be subject to a criminal background check. Some positions may be subject to a fingerprint check.\*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for monitoring the delivery of assigned food services, vending machine services, bookstore services, copier services, and other auxiliary services. Evaluates auxiliary business service requests; prioritizes and performs tasks.

Documents project activities and prepare reports related to all aspects of auxiliary business services. Monitors vendor financial performance and prepares and analyzes related financial data.

Compiles statistical data and prepares related reports. Acts as liaison between District locations and auxiliary service vendors.

May work with additional assigned internal and external providers of auxiliary services. Must complete required DCCCD Professional Development training hours per academic year.

Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

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 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.*