



## Job Description

**Job Title: College Rising Star Program Coordinator**

**JTC: CN9**

**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 the coordination of the college Rising Star Program and its student population at the college location. Responsible for coordinating and providing various student services and functions in support of the achievement of overall program goals and objectives. Primary liaison between college location and internal and external entities as it relates to the Rising Star program.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Must be knowledgeable of student development, advisement and counseling. Advanced knowledge of computer technology and software applications in order to process registrations, maintain data, generate reports, and communicate with others.

Ability to provide assistance and collaboration to the District Office community development staff when coordinating District wide events, activities, and programs, including but not limited to, Rising Star Program events, activities and programs.

Experience leading projects, defining the scope of the project, establishing measurable time segments and monitoring the project to completion. Demonstrated experience with planning, time management, and event planning skills. Able to work with colleagues and clients.

Able to stay up-to-day with new policies and regulations to ensure optimum resource and information disseminated to assigned staff and/or the Rising Star student population as it relates to TSI, financial aid (Noriega Act), immigration, non-citizen student population, etc.

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. Occasionally may be required to lift and carry materials weighing up to 20 pounds.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree plus three (3) years of experience in student development, advisement and/or counseling, including supervision. Ability to work extended hours beyond the regular 8:00 a.m. – 5:00 p.m. workday during heavy registration peak times. 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

Responsible for coordinating various student services and functions such as, but not limited to, case management services, academic advising, degree planning, registration, financial aid orientation and paperwork processing, new Rising Star student orientations/campus tours, tutoring services, student recognition ceremonies, tracking academic progress, graduation, transfer assistance, and other related student support services provided to the Rising Star student population.

Establishes and maintains contact with community agencies, school districts, and organizations to promote the DCCCD, and the Rising Star Program through continuous visits to service area schools. Provides program expertise in the design and implementation of special college Rising Star events; provides support to the Rising Star student club; may provide follow-up assistance to Rising Star alumni.

Works closely and collaboratively with internal departments such as the DCCCD Foundation Office, DCCCD Rising Star Office (DRSO), financial aid offices, and other campus locations in support of the program; actively participates in the Rising Star Committee.

Maintains appropriate databases, materials, records, and/or data necessary to provide statistical information to internal and external entities related to recruitment, retention, student progress, program success, or as requested. Responsible for managing department budget allocation. Hires, trains and evaluates assigned staff.

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.*