



Job Description

Job Title: College Outreach & Recruitment Coordinator

JTC: CQ3

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

Develops, coordinates and implements community outreach/relations programs based on the objectives and goals prescribed by the department director as it relates to community outreach efforts for the college.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles, practices and trends of Outreach and Recruitment as well as thorough knowledge of the policies, procedures and practices of the program area. Requires advanced skills in word processing and spreadsheet applications and ability to adapt to new software technology.

Ability to interpret and evaluate descriptions and explanations of problems brought forward by individuals or student organizations, analyze and define the problem(s). Able to draw valid conclusions and project consequences of various alternative courses of action and carry out a variety of professionally complex assignments.

Able to develop and maintain outreach community programs with the intent of community involvement and cultivation as well as community awareness of programs and services of the college. Must demonstrate an ability establish and maintain cooperative working relationships with a variety of individuals. Working knowledge of student services programs.

Ability to analyze complex situations accurately and adopt effective courses of action. Able to advise students individually and in groups on complex student-related matters and determine appropriate courses of action and proper techniques to utilize while engaged with individuals in personal interactions.

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 services. 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

Develops implements and coordinates strategic initiatives for community outreach activities/program; evaluates the needs of the general public and community groups. Coordinate and market the Emeritus academic program for the college. Attend meetings, workshops, conferences and seminars; serves on committees. Develop presentations in area of specialization, advice students, and complete special projects as needed/assigned.

Prepares and coordinates internal and external marketing efforts to include planning/preparing public information campaigns and delivering speeches/presentations for public education programs. Identifies, develops and maintains liaisons with faculty, staff, other college locations, District Office and the greater community.

Establishes contact with community agencies and organizations to promote DCCCD credit and non-credit programs and serve educational needs of identified populations. Serves as the college representative when working with local schools and surrounding communities that are involved in programs to help high school students become college bound; works closely with District Community Development Office in support of district wide community outreach programs. Coordinates activities and tasks of staff involved in projects and tasks as assigned. Hires, trains, and evaluates assigned staff.

Develops and maintains recordkeeping systems and oversees grant record maintenance; ensures completion of mandated reports in compliance with all grant, legal, licensing/certification requirements. Handles confidential materials and issues; prepares and types related correspondence, reports and letters; maintains related files.

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.