



Job Description

Job Title: Manager – School Alliance and Community Outreach

JTC: CQB

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 assisting with the day-to-day functions of a segment of work, a sub-section of an organization, or a functional area within an organization.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Responsible for assisting with the planning, direction or oversight of a business unit, division, department, or an operating unit within an organization with or without reporting staff. Plans and maintains work systems, procedures, and policies that enable and encourage the optimum performance of its people and other resources within the organization.

Assists in the establishment and implementation of efficient administrative policies, programs and procedures; develop strategic goals and objectives for area(s) of responsibility in conjunction with strategic direction, mission and goals of business unit or organization.

Demonstrated ability to work effectively with both internal and external groups with a cultural, racial and ethnically diverse background; strong commitment to world-class customer service.

Recognize emerging trends in area(s) of expertise and prepare for changes that may occur as a result of these trends. Ability to multi-task and/or lead projects to ensure they are completed within timeframe and budget.

Manages the preparation and maintenance of reports necessary to carry out the functions of the department. Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment.

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

Bachelor's degree or higher plus one (1) to two (2) years of related experience **or** Associates degree plus three (3) to four (4) years of related experience. 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 the planning, coordination, and implementation of the DCCCD dual credit program(s) career and technical education (CTE) programs and other college programs offered to increase student enrollment.

Works closely with business and industry partners, key stakeholders, and staff to ensure the assigned program(s) is functioning efficiently and effectively. Provides direction to enhance program services and serves as the college liaison with various student outreach organizations.

Follow policies and procedures of DCCCD to accomplish outreach and recruitment specific assignments, and to accomplish the vision and goal of the organization. Continually stays abreast of changing federal, state, and District policies and guidelines to ensure program compliance. Develops, builds and administer budgets, develops and monitors strategic planning for outreach and recruitment and administration.

Collaborates with numerous entities including but not limited to, Testing, Admissions, Advising, Faculty Council, Financial Aid and ISD's, to successfully execute and administer Dual Credit and other programs by sharing the rules and procedures with partners as needed in order to best serve the student population. Responsible for creating and cultivating institutional relationships with faith-based, community-based and business and industry partners.

Evaluates program curriculum, and assists in the production of materials to ensure that exhibits support the program goals. Visits outreach sites, transports and set up materials, conducts program education and deliver presentations to audiences. Departmental and institution-wide training and professional development opportunities for staff have been incorporated to optimize organization and decision making process.

Supervises approximately 2-6 employees both directly and indirectly. Manages and oversees a budget which varies according to the assigned area. Demonstrated written, oral and interpersonal communication skills, group presentation skills and the ability to work in a diverse environment. Must have excellent customer service skills.

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.