



Job Description

Job Title: Manager – College Programs

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. Strong knowledge and experience in 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 plus five years of experience in program development and planning, including supervision plus four years of experience working in the specific program area assigned. Must have valid



driver's license for off-site travel. 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 planning, developing, designing and implementing specific college programs, courses, evaluation of new and current programs, and conduct community needs assessments necessary to achieve assigned program objectives. Activities are designed to target a specific audience in order to achieve one or all of the following: forming educational partnerships, supporting college recruitment efforts, increasing enrollment and retention, promoting the college to surrounding area, orienting current and potential students, providing professional development opportunities for instructors, and achieving community outreach goals.

Works closely with Instructional Divisions, Continuing Education Departments, and any other campus departments in order to broaden the scope of the program offerings and creating innovative course offerings which ensure client needs are met. Analyzes cost effectiveness of the programs. Assists in developing the class schedule that includes the design, production, and distribution of the class schedule.

Schedules courses, develops curriculum, identifies facilities and assigns faculty and volunteers. Recruits students and prospective students from the college service area. Publicizes program services through public and private information sources. Responsible for maintaining database of student population served.

Participates with internal and external individuals and agencies to develop and coordinate programs, seminars, courses, or other activities. May include application preparation and submission, evaluation, record maintenance and periodic reporting. May participate in on-site student testing and registration and assist with related grants.

May be responsible for the budget and expenditures. Responsible for the selection, training, coaching, development and evaluation of assigned full time staff. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent interpersonal, presentation, oral and written communication skills to communicate with a wide array of diverse stakeholders and constituents within the DCCCD community network.

May supervise two (2) or more full-time employees.

Performs other duties as required.

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.