



Job Description

Job Title: Manager – Career Services

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

Associate degree plus three (3) years of related work 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 planning and facilitating the day-to-day functions of the Career Center. Responsible for the planning and development of internal and external career planning programs and services with community partners. Plans and develops methods for implementation of programs, coordinates activities, and provides leadership and guidance for specific functions or phases of the program.

Provides services and resources to students, groups, and instructional divisions to assist in the assessment of individual career goals and objectives utilizing a variety of resources provided by DCCCD, community organizations, and other colleges, universities, and related organizations. Advising of students may be inclusive of one-on-one interaction, phone, and/or online advising.

Establishes and maintains partnerships with students and service providers for educational, career, and related program and service needs. Coordinate meetings with representatives from the local business community regarding on-campus recruitment and/or job posting. Provides individual assistance in resume preparation, occupational research, interviewing techniques, job search strategies, and other career related concerns.

Coordinates with the local business community regarding student employment opportunities, on campus recruitment, job posting (online and job board), career and job fairs. May be responsible for the coordination and distribution of job placement information utilized at the colleges in job placement programs. Develops and maintains a complex database and works with employers to maintain up-to date information.

Maintains and manages software and develops plans, coordinate and track assigned tasks, while tracking student job location progress and use of career center resources. Responsible for selection, training, coaching, evaluation and development of assigned staff. Excellent communication skills such as listening, presenting and clearly expressing ideas in a written or oral format. Strong customer service skills required to interact and serve a diverse community.
Performs other duties as required.

Supervise two (2) or more full-time employees and manage a budget.

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.