



Job Description

Job Title: Sr. Project Mgr.-Outreach, Recruitment & Comm. Engagement JTC: CY9

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 comprehensive event planning including vision, logistics, budget analysis and resource management of specific events and programs designed to meet departmental goals.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough familiarity of all segments of the Dallas county community including demographics, socio-economic strata and community groups. Excellent organizational skills and ability to utilize computer technology to access data, generate reports.

Independently composes and prepares correspondence and memos to internal and external constituents. Able to respond to inquiries regarding policy and procedure interpretation.

Ability to prepare agenda items for submission to the Board of Trustees for review and approval; researches items and provides contract support materials needed for approval at the monthly board meetings

Able to coordinate and delegate specific office functions or projects including the creation of departmental reports and/or processing professional leave and travel requests and travel arrangements.

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.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate degree plus four (4) years of experience in a multi-location environment related to student services. 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

Plans, coordinates and participates in events and activities designed to identify and attract potential students to enroll in college programs and courses. Some projects/programs may focus on specific target audiences and may require proficiency in a language other than English. Maintains and answers the District Spanish line.

Researches and conceptualizes print and web-based materials including visualization, layout, design and production. Analyzes department practices/procedures and prepares recommendation to create new systems or revise established procedures. Initiates purchasing functions related to departmental needs and maintains record of departmental supplies and resources. Communicates efforts effectively to team and District representatives.

Serves as a leader in team building, problem solving, and communication processes at various levels, including but not limited to, internal and external groups and organizations; represents the district to external groups to develop and maintain partnerships. Establishes contact with community agencies and organizations to promote DCCCD and serve the educational needs of identified populations. Collaborates with District Marketing and District NOW (Networking and Outreach Workgroup) on development of events, activities and promotional opportunities.

Manages various aspects of grants to include budget allocation, revisions, reconciliation and reporting on an as needed basis to external agencies. Maintains overall departmental budget records including budget preparation, account reconciliation and transfers for different cost centers within the department. Records department expenditures and provides information relating to budget balances to district director. Selects, trains and supervises 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.