



Job Description

Job Title: District Coordinator, Student Programs

JTC: DAL

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 districtwide coordination for various student and employee related programs and events.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and experience supporting higher education programs and higher education processes. Experience working with creative educational program development, including program planning, implementation and assessment. Ability to interpret and apply district and departmental policies.

Analyze problems, evaluate alternatives and recommend or adopt effective course of action. Ability to adjust to changing business needs, conditions and work responsibilities. Ability to coordinate organizational services, program goals, objectives, policies and procedures applicable to the mission of the department and district. Strong organizational skills and the ability to build strong positive working relationship to promotes program enhancements.

Ability to plan, organize, coordinate and supervise various educational, recreational and cultural events. Knowledge of budgeting and expenditure control procedures and documentation. Must be adept working and supporting multiple areas in the organization. Ability to prioritize and organize assigned responsibilities to meet the goals of the organization.

Makes timely informed decisions. Analyzes options and determines appropriate course of action. Ability to gather data, compile information and prepare reports. Ability to plan, develop and coordinate multiple projects using independent judgement.

Requires professional demeanor, good communication, interpersonal, organizational, and written skills and the ability to work with students and staff from diverse backgrounds. Strong knowledge and experience 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 three (3) years of experience in a higher education environment related to student programs. Must have one (1) year of supervisory experience. Official transcripts will be required. Valid driver's license and the ability to travel as required to a variety of locations. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check.***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for comprehensive event planning including coordination, vision, logistics, budget analysis and resource management for major curriculum symposiums, workshops and training events. Provides assistance managing the budget for the Transfer and Articulation Services team and assist the Web Catalog Publishing Team when requested.

Assists district-wide administrators, faculty and staff with various problem-solving issues in relation to assigned areas. Serve on various committees and councils to work collaboratively as cross-functional teams to analyze and improve work processes. Serve as a member of Transfer Services committee, meeting quarterly with DCCCD transfer liaisons to work collaboratively with universities and colleges to ensure transfer students are knowledgeable about their academic choices.

Interact with other institutions to plan, analyze and find solutions that positively affect students, advisory and other student service employees. Work collaboratively to plan district events and ensure all logistical matters for the event planned are followed. Design recruitment and outreach activities that help improve college access rates and connections with the student. Assists with various dual credit duties.

Works cooperatively with various DCCCD College departments for the implementation of select THECB rules and regulations as they relate to various student programs. Reviews legislation and/or THECB rules regarding assigned areas, recommend responses, as well as drafts, necessary for policy and procedures. Produces various reports and documents as required. Coordinates, develops and maintains current information and guidelines of programs as the transfer of non-traditional credit, the acceptance of national testing programs (i.e., CLEP, DANTES, Advance Placement Examination Program, etc.).

Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

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.