



Job Description

Job Title: Assistant Director, College Community Campus

JTC: GAG

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 the Campus Dean in the day to day operations, planning, directing and management of the community campus with an emphasis on college admissions and advising.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Solid understating of the college and institutional goals and priorities as they relate to the student experience. Ability to interpret and apply administrative and district policies. Ability to interact effectively with a diverse college student population.

Excellent planning, leadership, analysis, problem solving, organizational and project management skills. Ability to prioritize work independently under the pressure of multiple completing due dates, frequent interruptions and making daily adjustments. Ability to utilize computer technology to access data, maintain records and prepare reports.

Highly knowledgeable of the unique needs of students particularly in the areas of student engagement, student retention and satisfaction. Requires advanced skills in word processing and spreadsheet applications and ability to adapt to new software technology. Capable of assessing situations to determine the importance, urgency, and risks, and makes clear decisions which are timely and in the best interests of the students

Substantial experience working in a customer-service focused environment with an emphasis on effectiveness, professionalism, tact and integrity. Strong time management skills with the ability to manage multiple assignments and projects meeting deadlines. Demonstrate experience implementing solutions for improvements that align with the day-to-day business needs.

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 students.

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. Occasionally may be required to lift and carry materials weighing up to 20 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree plus five (5) years of experience in an educational environment or student services area. Must have two (2) years of supervisory experience of full-time staff. 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

Assists campus dean with the development and implementation of the strategic plan for the community campuses. Assists with the supervision and daily department operations, including staffing and work schedules; assist in preparing departmental objectives; establishing program requirements and departmental needs. Assists in the development of class schedules for both credit and continuing education courses that are to be offered at the community campuses.

Acts as an additional resource in answering questions and providing information regarding the interpretation of academic advising policies and procedures for the DCCCD and external agencies as they apply to departmental functions. Serves as the college representative when working with local schools and surrounding communities that are involved in programs to help high school students become college bound; works closely with District Community Development Office in support of district wide community outreach programs.

Assists in preparing and conducting on-going staff and admissions staff training. Interacts with various campus/location offices regarding the preparation and generation of various reports, proposals, and recommendations related to retention and long-range planning for the department; reviews report and makes recommendations.

Coordinates college/location on-line advisement, transfer services and advisor training. Serves as acting dean in the absence of the campus dean. Attends meetings, workshops, conferences and seminars; serves on committees. Assists with the planning, coordinating and implementation of registration activities. Supervision: Responsible for the selection training, coaching, evaluation and development of assigned 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



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perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.