



Job Description

Job Title: Coordinator, Continuing Education & Workforce Development **JTC: TV2**

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

Serves as a program manager in the area in which the job is assigned. Responsible for the day to day operations of a program area(s) within the Continuing Education Division and Workforce Development Division.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Skilled in program development, evaluation, curriculum and proposal writing. Ability to promote non-traditional educational programs, to meet the needs of a multi-cultural community. Understands, interprets and applies DCCCD's policies and procedures, State and local regulations when applicable.

Proven experience and knowledge are used to determine the best approach to solving a complex issue or problem. Ability to organize assigned responsibilities to meet the goals of the organization. Demonstrates a high degree of proficiency in performing job assignments and uses time allotted for completion of tasks efficiently.

Strong collaborator who can work in a matrix environment and team setting to accomplish goals in a fast-paced setting. Exhibits professional conduct and skilled contribution in the workplace. Demonstrates a high degree of proficiency in performing job assignments and uses time allotted for completion of tasks efficiently.

The ability to make decisions by proactively gathering the right information from appropriate sources, probe all facts, considers other perspectives, refer to long-term plans and goals, prioritize key factors, act decisively, promptly and confidently. Advanced interpersonal skills and the ability to interact with tact and confidentiality with individuals at all levels Demonstrates a high degree of proficiency in performing job assignments and uses time allotted for completion of tasks efficiently.

Ability to ensure customer satisfaction in all CE programs, providing student and faculty support for classes, workshops, and special events. Advanced ability to utilize computer technology to access data, maintain records and prepare reports. Advanced oral and written communication skills to meet the varied needs of the students and to interact with varying levels of DCCCD staff and individuals from diverse backgrounds. 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

Bachelor's degree and three (3) years of work-related experience and knowledge in workforce development in a higher education workforce environment. One (1) year of supervisory or team leadership experience. 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

Responsible for developing course schedules including course selection, coordination of facilities, organization, production and distribution of class schedules, brochures and various forms of advertisement to increase student enrollment. Responsible for managing the processes of course preparation from development to implementation, instructor preparation, and student registration functions.

Monitors course files to ensure complete data in areas such as class rolls, outlines, instructor certification, and course numbers to provide factual reporting. Assembles project teams, assigns individual responsibilities, and develops project schedules. Keeps management abreast of project status and/or problems.

Establishes and maintains partnerships with community business/organizations and other entities to leverage resources to support and market the assigned program. May develop presentations in areas of specialization, advise students, and complete special projects as needed/assigned.

Evaluates enrollment and makes decisions regarding class status (continuation or cancellation). Directs, plans, prioritizes, and implements support staff initiatives and daily operations. Assist with contract production and general accounting functions. Assists with the preparation of grants and proposals.

Manages assigned budget within allocation. May be responsible for the selection, training, coaching, evaluation and development of assigned staff. 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.