



Job Description

Job Title: Director, Food & Hospitality Institute

JTC: ANO

Salary Range: E02

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 chief relations officer for the Food and Hospitality Institute. Provides leadership - direction, coordination development and marketing of the mission and vision of the Institute.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The ability to direct and oversee all aspects of the organizational food and hospitality service while adhering to quality and safety standards. Demonstrated ability to market benefits and features of the ECC Food and Hospitality Services Institutes to internal and external audiences.

Strong operation and leadership experience with the ability to manage overall operations issues and problems. Ability to plan and coordinate multiple tasks and responsibilities. Advanced experience ensuring smooth and effective management in accordance with the districts business development plans and objectives

Must have excellent time management, negotiation skills and positively interact in a diverse environment, serving both internal and external constituents. Experience providing guidance, development and training to assigned individuals and encourage individual development.

Capable of providing input into strategic decisions that affect the functional area of responsibilities. Strong work ethic and self-starter able to manage and prioritize multiple assignments and projects with attention to detail Ability to utilize computer technology to carry out the functions of the position.

Advanced oral and written communication skills to supervise varying levels of employees, interact with DCCCD staff, public officials, business, industry, community leaders and the varied demand of a student population from diverse backgrounds. Must have excellent customer service skills.

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

Master's degree or higher with two (2) years of experience in any of the primary areas of the Institute's work. Must have current driver's license for offsite travel. Official transcripts 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, creating and implementing a strategic plan for the Institution working with various constituents to develop public and private funding and resources to support the institute. Clearly articulates a revised mission and vision for the Food and Hospitality Services Institute.

Collaborates with the Executive Dean, Business and Professions to develop public and private funding and resources to support the Institute. Coordinate efforts with the El Centro College Food and Hospitality Apprenticeship Program.

Directs development and implementation of a variety of activities such as outreach to local schools and new program identification. Provides leadership and collaboration with internal and external advisory committees. Represents the Institute in collaboration with external groups including employers, the community and educational stakeholders.

Responsible for the coordination of the Food and Hospitality programs; student services and employer relations at the college to help students gain access to the array of food service careers available.

Coordinates and supervises the career development, aptitude testing, advising & referral, tracking and position posting service. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent interpersonal, presentation, verbal and written communication skills in order to interact with individuals from diverse backgrounds 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.