



Job Description

Job Title: Associate Director – Student & Academic Programs JTC: APV

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

Responsible for business operations and financial administration of the organization. Provides project strategy, resource planning, coordination and execution of projects and analytics.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience to organize, plan and direct the daily activities of a department or organization. Advanced knowledge to develop, manage and implement departmental processes and procedures to meet vision, mission and goals of the organization. The ability to drive implementation of key initiatives following policies and procedures of the district and organization.

Ability to solve complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Provide leadership that encourages employee productivity and efficiency. Advanced experience developing both short- and long-term strategies that meet business needs. The ability to lead committees and tasks forces to improve service and quality.

Develop and maintain constructive and cooperative working relationships with individuals of diverse backgrounds, both internally/externally, within and outside of the organization, with representatives of the community, employee and public interest groups to meet the business needs. Excellent interpersonal skills that are demonstrated by being articulate, direct and forthright, and serving as a collaborative and decisive team member and a strategic thinker with a broad perspective.

The ability make clear consistent transparent decisions, acts with integrity in all decision making and distinguishes relevant from irrelevant information making timely decisions. Demonstrated organizational skills in planning, directing and prioritizing multiple and complex assignments and projects. Ability to manage multiple matters simultaneously and to respond to rapidly shifting priorities or challenging situations. Knowledge and experience of forecasting and managing the budget.

Ability to maintain confidentiality and has high ethical standards. Strong verbal and written communication skills, with the ability to present and communicate with multiple levels in a multi-cultural community. 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

Master's degree in related field with two (2) years of experience in related field. Official transcripts required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides operational leadership in the development, support and coordination of various state, local and district-wide academic and student services regulations, projects, current and new initiatives such as the Texas Success Initiative (TSI), Uplift Education, etc. Review legislation and or/Texas Higher Education

Coordinating Board (THECB) rules regarding assessment, advising, dual credit programs/agreements and college admissions necessary for policies and procedures to remain compliant. Research dual credit tuition policies within higher education using best practices to develop a comprehensive tuition grid outlining multiple variations of tuition and miscellaneous fees charged to dual credit students. Stays abreast of new rules and regulation that may impact the DCCCD and work with selected committees to identify changes and implement new processes.

Develop district-wide dual credit agreements in cooperation with DCCCD's dual credit college leadership teams to ensure that available options are clear and understandable to stakeholders and constituents. Responsible for the preparation of the district-wide academic calendar in collaboration with the academic calendar committee and ensures information is posted via the web for timely enrollment of students. Develop official state and federal agreements in accordance with Department of Assistant and Rehabilitative Services (DARS) to provide certified interpreter services and real-time captioning for students needing these services.

Collaborate with high school dual credit administrators to ensure understanding of DCCCD's tuition policy, changes and/or modifications for dual credit students. Work in conjunction with DSC-IT regarding coding within the district's billing system for dual credit students and/or high schools that pay tuition for dual credit. Sustain and foster a culture that promotes diversity, collaboration, innovation, and excellence and professional development in the work environment.

Leads the implementation of required higher education projects related to student and academic programs in a cost-effective, time-efficient and professional manner. Provides training to constituents and stakeholders regarding dual credit and early college high school programs and requirements. Creates and prepares numerous plans, specifications, outlines, and reports as required or requested. Assists constituents and stakeholders with various issues or concerns related to academic and student programs and find viable solutions.

Ability to interact with diverse, multi-cultural individuals within the DCCCD community network to ensure constituents and stakeholders have timely, accurate and consistent information regarding student and academic programs.

Supervise approximately five (5) or more full-time or full-time equivalent employees and manages a budget of approximately \$400,000+.

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.