



Job Description

Job Title: Director – STEM Institute

JTC: AQC

Salary Range: E03

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 the leadership and management of the organization, performing complex and highly responsible duties to attain organizational and district goals.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience developing business and operational plans and demonstrates a clear understanding of policies/procedures. Ability to plan and implement projects which are tied to the organization's strategic plan to accomplish the vision, mission, and goals of the organization. Advanced knowledge and compliance with federal, state and local regulations.

The ability to organize various needs assessments to determine the effectiveness of programs or processes that could broaden and/or enhance client service. Must have strong leadership qualities and team building skills. Ability to operate independently and employ solid decision-making skills. Demonstrated commitment to high professional ethical standards and a diverse workplace. Able to maintain confidentiality as required.

Ability to establish and maintain positive working relationships both internal and external to the organization to improve work productivity. Experienced and successfully represent the organization to key stakeholders and business partners. The ability to work with staff and/or clients to assess professional development/business needs; performs gap analysis that builds people management skills as well as leadership skills and capabilities.

Advanced knowledge and experience to provide oversight of the district programs and direct the work of personnel to ensure annual, short and long-range goals are met. Capable of planning, implementation, execution and evaluation of complex special projects and ensures projects are completed on time and within budget. Experience assessing situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the organization or district.

Demonstrates interpersonal, organizational, oral and written communication skills to engage effectively with individuals from diverse multicultural backgrounds. Ability to work cross-functionally with other constituents to implement operational strategies or new processes to improve client experience and provide excellent 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 plus three (3) years of experience in related field. Official transcripts are required. Must have valid driver's license. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Oversees the planning, implementation and evaluation of activities related to the DCCCD Science, Technology, Engineering & Math (STEM) Institute including oversight of the North Central Texas Regional STEM Degree Accelerator program. Manages the distribution of scholarship funds and works closely with students, faculty, staff and other stakeholders/constituents to communicate the mission and vision of the STEM Institute.

Must have a broad knowledge of STEM fields in order to evaluate the need for new or re-designed workshops, provide leadership to individuals charged with the responsibility of accomplishing a variety of STEM related projects and goals, and the ability to serve as a facilitator regarding innovative STEM pilot projects.

Collaborates with internal/external stakeholders to clarify and/or coordinate expectations of STEM or resolve potential issues related to the program including working with STEM Accelerator partners. Directs the development and maintenance of the Institute's websites, including linkages to appropriate college, industry resources and networks.

Responsible for tracking participation levels and outcomes; student performance and success; and providing updated reports to internal and external advisory committees related to the Institute's activities. Develops and updates application process, daily assignments for STEM Institute participants; and organizing activities involving subgroups of students and capstone activities.

Strong administrative and team building skills. Ability to provide excellent customer service and maintain productive working relationships, clearly communicating information, ideas or instructions both verbally and in writing. 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.