



Job Description

Job Title: Dean, Student Retention & Title III Administrator JTC: ALC

Salary Range: E04

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

Plans, manages, and directs administrative activities related to student retention programs and services. Provides complex staff support to the President and executive management team; and coordinates assigned activities with other divisions, departments and outside agencies.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Academic leader with a track record of effective academic and administrative experiences in developing strategies to achieve educational goals and objectives maintaining high standards in academics and teaching processes. A visionary, leader, and strategic thinker with demonstrated collaborative and administrative accomplishments.

Academically and experientially qualified to accomplish the vision, mission, and goals of a division, and expected program outcomes; demonstrated experience in teaching, scholarship programs, and student /faculty service at a college or university level. Complies with local and regional educational regulations and accreditation requirements.

Ability to maintain effective communication between students and faculty within a division and/or college, other academic personnel and external community stakeholders. Demonstrated understanding of the educational, cultural and social needs of a diverse student population. Experience interpreting, articulating and implementing a variety of regulations, policies and procedures to ensure compliance with district, state and federal government.

Demonstrated experience in developing and implementing curricula and programs. Keeps up-to-date on the latest trends within the academic community. Strong work ethic and self-starter with ability to manage and prioritize multiple assignments. Experience in operational planning, policy development, and outcome/needs assessment. Ability to utilize technology to access data, maintains records, generate reports and communicate with others.

Strong problem solving, oral and written communications skills to work effectively with a broad range of people both within the college district and in external organizations. Must have 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 or higher and three (3) years of experience in a higher education setting, progressive experience with increasing level of responsibilities. Official transcripts are required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides planning and operations assistance to executive management of the college through active participation and leadership on task forces, committees and councils. Develops, implements, manages, and evaluates a large variety of diverse programs in support of student success and assigned retention programs of the college.

Assists with resource development related to the support of assigned programs and services. Prepares departmental objectives; evaluates the quality of services provided and determines ways to improve services and implements changes.

Works collaboratively with instructional faculty and academic support programs to facilitate and enhance retention and student success efforts. Assumes overall responsibility for directing the activities of the personnel engaged in performing the functions of the assigned areas. Assesses needs; supervises and coordinates development, implementation and evaluation of programs and associated staff.

Selects, trains and evaluates staff. Develops work schedules and assignments. Develops budgets; monitors and approves department expenditures. Prepares reports, proposals and recommendations for overall programs; keeps detailed records of assigned activities.

Develops and maintains a variety of community relation activities; serves as college liaison with various student/community outreach organizations. Must have solid listening, oral and written communications to communicate with a diverse array of 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.