

RANGE N05

**JTC NO. CF3
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: **Special Assistant to the Vice President**

DATE PREPARED: **Summer 2001**

DATE REVISED: **Fall 2001, Fall 2005; Summer 2012; Fall 2013; Spring 2015; Spring 2017**

GENERAL SUMMARY:

Responsible for providing support with considerable latitude for independent judgement and initiative, to a college vice president in such areas as writing, faculty/student interaction, coordination of office and personnel and other specialized tasks as assigned.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Organizes, provides leadership and participates in a variety of specialized tasks as assigned by the Vice President.
- Performs detailed research, analyzes and completes questionnaires, surveys and selected government reports.
- Coordinates a variety of activities between Instructional Divisions and other college departments in support to the Vice President.
- Works cooperatively with college administrators to develop and implement college marketing strategy including developing, producing and distributing informational and/or promotional materials.
- Composes confidential correspondence and memos; prepares speeches for the Vice President, which requires knowledge of community college philosophy, current trends in higher education and other topics as needed.
- Works with other college workgroups to meet special needs related to but are not limited to, admissions, registration, advisement, instruction, and recruitment.
- Supervision: Responsible for selection, training, coaching, evaluation and development of assigned staff.
- Monitors assigned budget allocation.
- Performs other duties as assigned.

Special Assistant to the Vice President

Page Two

REPORTING RELATIONSHIP:

Varies to meet organizational needs, however, first level supervisor is usually at the Vice President level; second level supervisor is the College President.

PHYSICAL EFFORT REQUIRED:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push, lift, reach, carry, grasp, squat or stoop, bend and twist the body while performing essential duties, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 5 pounds.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

- Bachelor's degree plus four years of experience in a responsible, detailed-oriented position in a community college environment working alongside a high level administrator or Associate's degree plus six years of experience in a responsible, detailed-oriented position in a community college environment working alongside a high level administrator.
- Must have one year of supervisory experience of full time staff.
- Ability to utilize computer technology to access data and manipulate data, maintain/reconcile/audit records, generate reports and communicate with others.
- Advanced oral and written communication skills to effectively interact with individuals from diverse backgrounds.
- Strong knowledge and experience providing effective customer service.
- Official transcripts will be required.
- *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***