

**RANGE N05**

**JTC NO. CN9  
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE: College Rising Star Program Coordinator**

**DATE PREPARED: Fall 2004**

**DATE REVISED: Fall 2009; Summer 2012; Spring 2015; Fall 2016**

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**GENERAL SUMMARY:**

Responsible for the coordination of the college Rising Star Program and its student population at the college location. Responsible for coordinating and providing various student services and functions in support of the achievement of overall program goals and objectives. Primary liaison between college location and internal and external entities as it relates to the Rising Star program.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Responsible for coordinating various student services and functions such as, but not limited to, case management services, academic advising, degree planning, registration, financial aid orientation and paperwork processing, new Rising Star student orientations/campus tours, tutoring services, student recognition ceremonies, tracking academic progress, graduation, transfer assistance, and other related student support services provided to the Rising Star student population.
- Establishes and maintains contact with community agencies, school districts, and organizations to promote the DCCCD, and the Rising Star Program through continuous visits to service area schools.
- Works closely and collaboratively with internal departments such as the DCCCD Foundation Office, DCCCD Rising Star Office (DRSO), financial aid offices, and other campus locations in support of the program; actively participates in the Rising Star Committee.
- Provides assistance and collaboration to the District Office community development staff when coordinating District wide events, activities, and programs, including but not limited to, Rising Star Program events, activities and programs.
- Provides program expertise in the design and implementation of special college Rising Star events; provides support to the Rising Star student club; may provide follow-up assistance to Rising Star alumni.
- Maintains appropriate databases, materials, records, and/or data necessary to provide statistical information to internal and external entities related to recruitment, retention, student progress, program success, or as requested.

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**PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued**

- Keeps abreast of new policies and regulations to ensure optimum resource and information disseminated to assigned staff and/or the Rising Star student population as it relates to TSI, financial aid (Noriega Act), immigration, non-citizen student population, etc.
- Responsible for managing department budget allocation.
- Hires, trains and evaluates assigned staff.
- Performs related duties as assigned.
- Performs other duties as assigned.

**REPORTING RELATIONSHIP:**

Varies to meet organizational needs.

**PHYSICAL EFFORT REQUIRED:**

Work with light easy to handle materials requiring little physical effort.

**MINIMUM EDUCATIONAL/SKILL REQUIREMENT:**

Bachelor's degree or higher plus five years of experience in a higher education environment related to student development, advisement and/or counseling, including supervision **or** Associate's degree plus seven years of experience in a higher education environment related to student development, advisement and/or counseling, including supervision. Ability to deal extensively and effectively with a wide variety of individuals requiring advanced interpersonal skills, listening skills, and communication skills in order to convince, influence, and direct students as it relates to their academic goals. Advanced knowledge of computer technology and software applications in order to process registrations, maintain data, generate reports, and communicate with others. Oral and written communication skills to interact with persons 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.

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ccp: 09/01/04; rje  
revised: 09/01/07-ccp-rje  
revised: 04/2009 – adhoc - msv  
revised: 09/01/09-msv-rje  
revised: 08/2012 – emm  
revised: 04/2015 - emm