

RANGE N05

**JTC NO. CQ3
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: College Outreach & Recruitment Coordinator

DATE PREPARED: Fall 2005

DATE RETITLED: Fall 2009; Summer 2012

DATE REVISED: Spring 2015; Fall 2016

GENERAL SUMMARY:

Develops, coordinates and implements community outreach/relations programs based on the objectives and goals prescribed by the department director as it relates to community outreach efforts for the college. Responsible for the development of outreach community programs with the intent of community involvement and cultivation as well as community awareness of programs and services of the college.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Develops implements and coordinates strategic initiatives for community outreach activities/program; evaluates the needs of the general public and community groups.
- Establishes contact with community agencies and organizations to promote DCCCD credit and non credit programs and serve educational needs of identified populations.
- Prepares and coordinates internal and external marketing efforts to include planning/preparing public information campaigns and delivering speeches/presentations for public education programs.
- Identifies, develops and maintains liaisons with faculty, staff, other college locations, District Office and the greater community.
- Serves as the college representative when working with local schools and surrounding communities that are involved in programs to help high school students become college bound; works closely with District Community Development Office in support of district wide community outreach programs.
- Develops and maintains recordkeeping systems and oversees grant record maintenance; ensures completion of mandated reports in compliance with all grant, legal, licensing/certification requirements.
- Handles confidential materials and issues; prepares and types related correspondence, reports and letters; maintains related files.

College Outreach & Recruitment Coordinator
Page Two

PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

- Coordinates activities and tasks of staff involved in projects and tasks as assigned.
- Hires, trains, and evaluates assigned staff.
- May coordinate and market the Emeritus academic program for the college.
- May attend meetings, workshops, conferences and seminars; serves on committees.
- May develop presentations in area of specialization, advice students, and complete special projects as needed/assigned.
- Performs other duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

Work requires ability to lift and carry moderately heavy materials weighing up to 20 pounds.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Bachelor's degree or higher plus four years of experience in an educational environment or student services area **or** Associate's degree plus six years of experience in an educational environment or student services area. Requires advanced skills in word processing and spreadsheet applications and ability to adapt to new software technology. Requires proven writing skills, the ability to coordinate and/or perform multiple tasks simultaneously, meet tight deadlines and communicate effectively with individuals from diverse backgrounds. Requires a valid driver's license and the ability to travel as required between a varieties of District locations. 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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