

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** Senior Project Manager –  
Outreach, Recruitment and Community Engagement

**DATE PREPARED:** Fall 2008

**DATE REVISED:** Fall 2009; Summer 2012; Spring 2015; Spring 2017

**GENERAL SUMMARY:**

Responsible for comprehensive event planning including vision, logistics, budget analysis and resource management of specific events and programs designed to meet departmental goals. Provides extensive management of departmental events and activities, print and web-based materials and resources, and strategic budget planning.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Plans, coordinates and participates in events and activities designed to identify and attract potential students to enroll in college programs and courses. Some projects/programs may focus on specific target audiences and may require proficiency in a language other than English.
- Researches and conceptualizes print and web-based materials including visualization, layout, design and production.
- Serves as a leader in team building, problem solving, and communication processes at various levels, including but not limited to, internal and external groups and organizations; represents the district to external groups to develop and maintain partnerships.
- Establishes contact with community agencies and organizations to promote DCCCD and serve the educational needs of identified populations. Collaborates with District Marketing and District NOW (Networking and Outreach Workgroup) on development of events, activities and promotional opportunities.
- Manages various aspects of grants to include budget allocation, revisions, reconciliation and reporting on an as needed basis to external agencies.
- Maintains overall departmental budget records including budget preparation, account reconciliation and transfers for different cost centers within the department. Records department expenditures and provides information relating to budget balances to district director.
- Analyzes department practices/procedures and prepares recommendation to create new systems or revise established procedures.
- Initiates purchasing functions related to departmental needs and maintains record of departmental supplies and resources.
- Communicates efforts effectively to team and District representatives.

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#### **PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued**

- Coordinate and delegate specific office functions or projects including the creation of departmental reports and/or processing professional leave and travel requests and travel arrangements.
- Prepares agenda items for submission to the Board of Trustees for review and approval; researches items and provides contract support materials needed for approval at the monthly board meetings.
- Independently composes and prepares correspondence and memos to internal and external constituents.
- Responds to inquiries regarding policy and procedure interpretation.
- Maintains and answers the District Spanish line.
- Selects, trains and supervises staff.
- Performs other related duties as assigned.

#### **REPORTING RELATIONSHIP:**

First level supervisor is the District Director of Outreach, Recruitment and Community Engagement; second level supervisor is the Associate Vice Chancellor for Educational Affairs (Student Services.)

#### **PHYSICAL EFFORT REQUIRED:**

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

#### **MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

Bachelor's degree or higher plus three years' experience in a multi-location environment related to student services **or** Associate's degree and six years' experience in a multi-location environment related to student services. Thorough familiarity of all segments of the Dallas county community including demographics, socio-economic strata and community groups. Excellent oral and written communication skills to communicate effectively with individuals from diverse backgrounds. Excellent organizational skills and ability to utilize computer technology to access data, generate reports and communicate with others. 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. \*\*\*