

Range N05

**JTC NO. DAL
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: District Coordinator, Student Programs

DATE PREPARED: Summer 2012

DATE REVISED: Summer 2012; Spring 2015; Fall 2016

GENERAL SUMMARY:

Responsible for providing staff support and district-wide coordination for a number of student related programs and initiatives: DCCCD Assessment, acceptance of non- traditional credit, CLEP, DANTES, DCCCD Student Survey of Instruction, Metroplex Higher Education Regional Council Out of Service Area Report, Student Insurance, validation of student programs content within the General Section of the DCCCD Catalog, and other projects as assigned.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Works cooperatively with various DCCCD College departments with the implementation of select THECB rules and regulations as they relate to various student programs.
- Maintains Evaluation of Foreign Credentials list, collaborate with Risk Management to maintain list of Student Insurance Providers and advise other committees/councils (i.e., Health Center Directors Council, Office of Student Life, and Test Center Council). Committees and Councils are encouraged to work collaboratively together as cross-functional teams to analyze and improve work processes.
- Reviews legislation and/or THECB rules regarding assigned areas, recommend responses, as well as drafts, necessary for policy and procedures.
- Produces various reports and documents as required.
- Coordinates, develops and maintains current information and guidelines of programs as the transfer of non-traditional credit, the acceptance of national testing programs (i.e., CLEP, DANTES, Advance Placement Examination Program, etc.).
- Assists district-wide administrators, faculty and staff with various problem solving issues in relation to assigned areas.
- Assists with various dual credit duties.
- Performs other duties as assigned.

REPORTING RELATIONSHIP:

First level supervisor is the District Director of Student and Academic Programs; second level supervisor is the Provost, Educational Affairs.

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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 EDUCATIONAL/SKILL REQUIREMENTS:

Bachelor's degree plus five years of experience in higher education environment related to student programs or Associate's degree plus seven years of experience in a higher education environment related to student programs. Ability to utilize computer technology to access data, maintains records, generate reports and communicate. Requires advanced oral and written communication skills to effectively communicate the philosophy and policies of the DCCCD to individual from diverse backgrounds with the ability to provide quality customer service. 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. ***

Revised: 08/2012 – emm
Revised: 04/2015 – emm
Revised: 12/2016 - emm
ADA/tmm 4.12.19