

**RANGE N05**

**JTC NO. GAG  
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** Assistant Director, College Community Campus

**DATE PREPARED:** Fall 2014

**DATE REVISED:** Spring 2015; Fall 2016

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**GENERAL SUMMARY:**

Responsible for assisting the Campus Dean in the day to day operations, planning, directing and management of the community campus with an emphasis on college admissions and advising.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Assists campus dean with the development and implementation of the strategic plan for the community campuses.

Assists in the development of class schedules for both credit and continuing education courses that are to be offered at the community campuses.

Assists with the supervision and daily department operations, including staffing and work schedules; assist in preparing departmental objectives; establishing program requirements and departmental needs.

Acts as an additional resource in answering questions and providing information regarding the interpretation of academic advising policies and procedures for the DCCCD and external agencies as they apply to departmental functions.

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.

Assists with the planning, coordinating and implementation of registration activities.

Supervision: Responsible for the selection training, coaching, evaluation and development of assigned staff.

Assists in preparing and conducting on-going staff and admissions staff training.

Interacts with various campus/location offices regarding the preparation and generation of various reports, proposals, and recommendations related to retention and long range planning for the department; reviews reports and makes recommendations.

Coordinates college/location on-line advisement, transfer services and advisor training.

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**PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued**

Serves as acting dean in the absence of the campus dean.

Attends meetings, workshops, conferences and seminars; serves on committees.

Performs other duties as assigned.

**REPORTING RELATIONSHIP:**

Varies to meet organizational needs.

**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 20 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

**MINIMUM EDUCATIONAL/SKILL REQUIREMENT:**

- Bachelor's degree or higher plus five years of experience in an educational environment or student services area **or** Associates' degree plus seven years of experience in an educational environment or student services area.
- Must have two years of supervisory experience of full time staff.
- Requires advanced skills in word processing and spreadsheet applications and ability to adapt to new software technology.
- Ability to interpret and apply administrative and district policies; understand and follow complex oral and written instructions; make decisions requiring independent judgment and discretion; and meet the public in situations requiring tact, diplomacy and poise.
- Proven writing skills, the ability to coordinate effective and perform multiple tasks simultaneously, meet tight deadlines and communicate effectively with individuals from diverse backgrounds.
- Ability to interpret and apply administrative and departmental policies.

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**MINIMUM EDUCATIONAL/SKILL REQUIREMENT: - continued**

- Ability to work extended hours beyond the regular 8:00 a.m. – 5:00 p.m. work day during heavy registration peak times.
- Requires a valid driver's license and the ability to travel as required between various 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. \*\*\*