

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Associate Dean of Student Support Services

DATE PREPARED: Fall 1984

DATE REVISED: Summer 1990, Spring 2009; Summer 2012; Spring 2015;
Fall 2016

GENERAL SUMMARY:

Responsible for performing administrative work in planning, coordinating, developing, implementing and evaluating student support services for admissions, registration, student records, financial aid and placement activities.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Plans, implements and evaluates services provided by admissions, registration, financial aid and placement divisions.
- Interprets and implements state/federal regulations and District policies and procedures related to admissions, registration, financial aid and placement. Monitors compliance.
- Responsible for the integrity of the college records which support state and federal reports.
- Responsible for submitting periodic reports related to the funding and financial aid of state and federal agencies.
- Responsible for issuing transcripts, degree plans, diplomas and certificates and verification of completion of the requirements for these functions.
- Prepares and monitors budget and expenditures.
- Selects, trains and supervises staff.
- Performs related work as required.

REPORTING RELATIONSHIP:

First level supervisor is the Vice President of Student Development; second level supervisor is the President.

MINIMUM EDUCATIONAL/SKILL REQUIREMENT:

Bachelor's degree or higher plus three years of relative work experience in a student-services focused environment. Proven oral and written communication skills to support interaction with students, faculty and District/college administrators from diverse backgrounds. Ability to utilize computer technology to access data, maintain records, generate reports and communicate. Oral and written communication skills to interact with persons from diverse backgrounds. Strong knowledge and experience providing effective customer service. Official transcript will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

jam/a07/8-95
revised: 04/2009 – adhoc – msv
revised: 08/2012 – emm
revised: 04/2015 – emm
revised: 12/2016 - emm
ADA/tmm 04.02.19