

RANGE N05

**JTC NO. IAP
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Coordinator, Student Services

DATE PREPARED: Fall 1987

DATE REVISED: Spring 1991, Spring 2000, Spring 2009; Spring 2011; Summer 2012; Spring 2015; Fall 2016

GENERAL SUMMARY:

Responsible for performing administrative work associated with the development, coordination and implementation of student development and student support activities for the campus/location. Develops, implements and manages a variety of programs which may include grant funded programs.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Develops, implements and manages a variety of programs which may include grant funded programs. Responsible for the integrity of the database required to evaluate program performance, compliance and periodic reporting.
- Develops, implements and evaluates recruitment programs for contracts and grants to coincide with other student recruitment strategies.
- Develops, implements and monitors student recruitment, admissions, registration and management information systems requirements.
- Responsible for job placement and retention programs.
- Supervises and directs assessment and counseling activities related to career development, crisis intervention, student support services, job placement, financial aid, etc.
- Develops and administers related budgets.
- Responsible for statistical and narrative reports related to grant programs and/or other program areas to ensure compliance with DCCCD policies and procedures and contracts with external agencies.
- Selects trains and evaluates assigned staff.
- Performs related duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

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MINIMUM EDUCATIONAL/SKILL REQUIREMENT:

Bachelor's degree or higher plus three years of experience in program administration in higher education **or** Associate's degree plus five years of experience in program administration in higher education **or** graduation from high school or equivalent plus nine years of experience in program administration in higher education. Experience should include personnel and fiscal management, student development and contract management. Ability to utilize computer technology to access data, maintains records, generate reports and communicate with others. Demonstrated oral and written communication skills to interact with students and staff from varied backgrounds. 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: 04/2009 – adhoc – msv
rvsd: 05/2011 – crb
revised: 08/2012 – emm
revised: 04/2015 – emm
revised: 12/206 - emm
ADA/tmm 04.08.19