



## Job Description

**Job Title: Project Manager – Global Programming & Relations**

**JTC: CCM**

**Salary Range: N08**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Project manager oversees the planning, development and implementation of a project(s) and prepares documentation/reports for leadership evaluation.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources. Identifies business strategies and incorporates goals and objectives that work towards the strategic direction of the District.

Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Conducts various needs assessments to determine organization and/or business needs; delivers specific organizational goals and assesses effectiveness of program to broaden and enhance client services. Must be able to work independently and in a team environment.

Ability to serve as a liaison for the district to identify internal and external entities suitable for project needs including governmental agencies, public and private business. Provides leadership to individuals or teams charged with the responsibility of accomplishing a variety of goals or tasks and serves as a facilitator for process improvement to meet business needs.

Strong human relations and collaboration building skills are a must. Ability to identify complex problems and review related information to develop and evaluate options and implement solutions. Interprets policies/procedures and issues appropriate directions for their implementation. Plans and administers the funds of the organization according to the approved budget.

The ability to listen to and understand information and ideas presented through spoken words and sentences. Advanced presentation, oral and written communication skills to be able represent the college community district and interact effectively with individuals from diverse backgrounds. Ability to provide exemplary customer service.

### 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 KNOWLEDGE AND EXPERIENCE

Bachelor's degree or higher in related field plus five (5) years of work-related experience and two (2) years of supervisory experience. Must have current and valid driver's license required for off-site travel. Official transcripts will be required. \*\*\*Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Researches and evaluates new, strategic opportunities for collaboration and partnership with domestic and international entities in support of DCCCD's mission and global economic development goals and objectives. Oversees and provides leadership for international engagement initiatives such as study abroad and exchange programs, customized training, development programs, specialize consulting and resource-sharing agreements.

Entities may include but are not limited to business and financial offices, legal, purchasing, vendors, articulating/academic offices, marketing and communication, and colleges, etc. Acts as a convener and coordinates planning throughout the District with colleges and other key stakeholders to facilitate dialogue and solutions for global workforce and talent needs. Assumes planning, coordinating and hosting responsibilities for visiting delegations and individuals.

Develops and maintains working relationships and partnering with institutions, associations, and organizations as well as sponsoring agencies, embassies, consulates and other governmental entities and the private sector. Represents and attends campus, community and state organizational meetings and functions to facilitate global programming and services. Positions DCCCD as a key resource in the Metroplex to support global business development, and strategic efforts to attract and support foreign direct investment, trade and strategic growth objectives of the greater Dallas economy.

Provides leadership managing the update, communication, and perpetual training on policies, procedures, and processes for organizing and coordinating international engagement to include study abroad, international exchange, international development and projects for faculty/staff/administrative employees and hosting of international delegations.

Researches, evaluates and targets opportunities with others throughout the District and externally to pursue external funding, resources and scholarships. Utilizes strategic thinking and tactical planning to achieve the objectives of the Global Economic Development Office. Provides reporting, documentation, and follow-up with international projects.

Delivers compelling targeted presentations to advance DCCCD's global economic development and engagement goals with other organizations, business, and stakeholders from diverse backgrounds. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Responsible for project-based budget planning and oversight.

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*