Dallas County Community College District

Job Description

Job Title: Director – Community Engagement, Outreach & Recruitment
JTC: AQC

Salary Range: E03 **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

Responsible for the leadership and management of the organization, performing complex and highly responsible duties to attain organizational and district goals.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience developing business and operational plans and demonstrates a clear understanding of policies/procedures. Ability to plan and implement projects which are tied to the organization's strategic plan to accomplish the vision, mission, and goals of the organization. Advanced knowledge and compliance with federal, state and local regulations.

The ability to organize various needs assessments to determine the effectiveness of programs or processes that could broaden and/or enhance client service. Must have strong leadership qualities and team building skills. Ability to operate independently and employ solid decision-making skills. Demonstrated commitment to high professional ethical standards and a diverse workplace. Able to maintain confidentiality as required.

Ability to establish and maintain positive working relationships both internal and external to the organization to improve work productivity. Experienced and successfully represent the organization to key stakeholders and business partners. The ability to work with staff and/or clients to assess professional development/business needs; performs gap analysis that builds people management skills as well as leadership skills and capabilities.

Advanced knowledge and experience to provide oversight of the district programs and direct the work of personnel to ensure annual, short and long-range goals are met. Capable of planning, implementation, execution and evaluation of complex special projects and ensures projects are completed on time and within budget. Experience assessing situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the organization or district.

Demonstrates interpersonal, organizational, oral and written communication skills to engage effectively with individuals from diverse multicultural backgrounds. Ability to work cross-functionally with other constituents to implement operational strategies or new processes to improve client experience and provide excellent 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

Master's degree plus three (3) years of work-related experience in associated field. Experience in community engagement, outreach, recruitment efforts. May required a specialized certification or VA School Certifying Official (SCO), dependent on the discipline of the assigned area. Must have supervisory experience. Official transcripts are required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for performing administrative, planning and supervisory work associated with community outreach, recruitment, and engagement. Ensures coordinated outreach and recruitment efforts focus on historically underserved and underrepresented groups as well as military connected populations. Responsible for budget development, strategic planning and administration. A solid understanding of Federal and state regulations as they pertain to the assigned area(s) and knowledgeable of District policies and procedures.

Coordinates DCCCD "Closing the Gaps" state wide initiative. Manage the Hazlewood Legacy efforts with DCCCD Operation College Promise Initiatives. Develops and monitors strategic planning for community outreach and recruitment and builds regional networks to promote DCCCD services and special programs.

Collaborate with DCCCD stakeholders, local service organization, employers and government agencies to respond to the needs of the community in support of DCCCD educational and employment goals. Ensures standard processes are in place across the district to create a student-centric support system.

Supports the DCCCD colleges in providing timely, responsive and effective academic, workforce and student support services to the students. May serve as an active member of the DCCCD enrollment management task force, and represent internal and external advisory committees, councils and other organizations. Responsible for the selection, training, coaching, evaluation and development of full-time staff.

Responsible for the confidentiality and maintenance of records. Thorough familiarity of all segments of the Dallas county community to include demographics, diverse strata and community groups and organizations. Must complete required DCCCD Professional Development training hours per academic year. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

May supervise two (2) or more full-time employees.

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.