



Job Description

Job Title: Senior Executive Dean

JTC: ARJ

Salary Range: E06

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 overall development, maintenance and management of academic operations and/or support services at an assigned campus.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated knowledge about best practices and latest trends in the development of academic and support services, critical student issues, and theories related to student programs and/or enrollment management in a higher education environment. Proficiency in developing appropriate and relevant short/long terms goals and objectives that are clearly linked to the mission of the institution. Success as a creative and innovative leader whose work is informed by effective strategic planning, assessment, and staff development.

Complies with state and regional educational regulations and accreditation requirements. Strong work ethic, integrity and self-starter with ability to lead and manage change, take initiative, exercise sound judgment and handle multiple priorities in a fast-paced environment. Experience in operational planning, policy development, and outcome/needs assessment that foster and promote student success. Strong experience in compliance and the interpretation of policies related to student due process, risk management, student conduct, Family Educational Rights and Privacy Act (FERPA), Title IX requirements and other applicable state and federal rules/regulations.

Demonstrated effectiveness and successful leadership as a culturally competent professional with broad experience interacting with and supporting the needs of diverse stakeholders within and outside the institution. Demonstrated success in fostering a cooperative work environment built on solid organizational planning, structuring, staffing, development and performance management processes.

Ability to interact with and work collaboratively across a variety of constituents towards shared objectives. Advises leadership on pertinent matters pertaining to assigned area. Knowledge of best practices and current trends within the academic community in assigned area. Strong organizational skills in planning, designing, developing and delivering student programs and services. Able to manage annual and long-range budgets aligned with the institution's strategic plan.



Demonstrated analytical and interpersonal skills, excellent presentation, written and oral communication skills to be able to interact with a diverse, multi-cultural community network. Commitment to excellent customer service and student success with continuous focus on improvement.

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 four (4) years of related work experience, including supervision/team lead. 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

Performs administrative and supervisory work in planning, coordinating and directing the functions of assigned area(s) related to student development and support services. Specific assignments include such departments as Counseling/Advisement, Student Program & Resources, Enrollment Management, Testing/Assessment, International Programs, Texas Success Initiatives, Student Code of Conduct, etc.

Plan, design, develop and deliver student programs, services and associated curricula that reflect the vision, mission and goals of assigned area(s) and the DCCCD; provides leadership for ensuring quality in all aspects of the district's academic and non-academic student experience with a clear focus on successful student outcomes. Prepare appropriate reports; analyze and evaluate data, outcomes and metrics to be used in strategic decision making; evaluates the quality of services provided and determines ways to improve services and implement changes.

Partner with departments across the district and with community leaders to develop and implement initiatives that focus on the successful recruitment, retention and graduation of students including military and veterans. Serves as college liaison with various student/community outreach organizations. Develop, foster and promote new opportunities for partnerships with public and private sector entities; provide leadership for establishing multi-year tactical and annual operational goals designed to complement the strategic goals of the district.

Reduce barriers to enrollment by implementing forward thinking programs and procedures that optimize student-institution fit and successful student transition to the college for in-state, out-of-state and international students. Responsible for overall administrative planning, development and oversight of budgets for assigned area(s). Designs, establishes, and maintains an organizational structure and staffing to effectively accomplish the organization's goals and objectives; recruits, trains, supervises, and evaluates staff.

Collaborate with campus leadership and other internal/external stakeholders to support a culture that promotes recruitment, retention, and completion for diverse student populations through coordinated initiatives and resources. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.



Perform 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.