



Job Description

Job Title: Student Programs Development Coordinator

JTC: CB7

Salary Range: N03

FLSA: Non-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

An intermediate programmer/event planner level position responsible for the overall event planning of educational, recreational, and cultural awareness programs and activities for the college and/or community.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge about clubs and organizations, in student programs area or event planning. Knowledge and understanding of event planning principles, requirements, procedures, and available resources. Knowledge of public institution purchasing principles, procedures, regulations, and standards

Ability to make administrative/procedural decisions and judgments. Skill in organizing resources and establishing priorities. Ability to organize projects in multitasked environment. Knowledge of conference facilities, technology, and equipment. Ability to analyze and interpret financial data and prepare financial reports, statements and/or projections.

Able to serve as a liaison with all committees working on all events and assists in crafting responsibilities and protocols for each committee member to ensure goals and expectations are achievable. Ability to develop, plan, and implement short- and long-range goals.

Ability to travel locally and out of state. Ability to utilize computer technology to maintain records, generate reports and communicate with others. Ability to plan and implement a variety of well-rounded programs of student extra-curricular activities.

Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Able to provide quality 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. Occasionally may be required to lift and carry materials weighing up to 20 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree and four (4) years of experience. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***



ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates implementation of programs and events through interaction with other college staff and students. Also plan program events which associated with the arts, recreational, and entertainment, goal setting and motivation, multi-cultural awareness, volunteer organizations, etc. Assist in the coordination of the daily operations of the department. Provide guidance to related staff in organizing projects and events.

Manages and coordinates business details concerned with clubs and department functions including monitoring budget, initiating contracts, negotiation with agents and/or performers, ticket sales, physical arrangements and maintaining associated records and reports. Coordinate and implement in post-conference feedback sessions to obtain first-hand comments on certain critical and large-scale events.

Responsible for transporting groups of students and staff to off-campus locations for events and/or functions. Assists in the selection of departmental staff and/or lower level programmer's/event planners. Develop learning outcomes as it relates to specific programs and events. Maintain assessments and evaluations.

Reviews and approves publicity and promotional materials such as brochures, flyers, posters, etc. Interprets policy and procedures for the DCCCD and external agencies as they apply to departmental functions. Prepares long range plans and projections for co-curricular and extra-curricular programs and services; researches, reviews, and plans programs and events. Prepares statistical reports, maintains files and monitors assigned budget. Provide on-going technical support in planning, researching, developing, and implementing programs and activities for educational, recreational and cultural awareness for the college and community.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provide excellent customer service.

Performs related 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.