



Job Description

Job Title: Assist. Dir.-Special Programs, Outreach and Marketing JTC: CCR

Salary Range: N07

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 assisting in developing and implementing plans and goals for the department. Well-versed in performance and operations management and competent in assuming delegated duties. Leaders and critical thinkers, ready to solve problems before they become obstacles.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to provide guidance and leadership in planning the day-to-day activities of assigned work group. Able to collaborate with stakeholders to implement/improve processes and procedures in order to meet the mission and goals of the institution or organization.

Must have strong interpersonal, organizational, time management and problem-solving skills as well as the ability to prioritize, plan and lead projects as assigned. Able to identify problems and determine the best solution, working to resolve the issue(s).

Able to develop strong working relationships with team members, key stakeholders, internal and external constituents from diverse backgrounds in order to meet business needs. Able to provide guidance and support to employees to improve the value of the organization and create a positive work environment.

Demonstrated ability to work individually and in a team environment. Ability to adapt to changes in a fast-paced work environment to meet priorities, organizational and/or customer needs. Must be able to plan, organize and schedule staff and tasks effectively to achieve objectives while adhering to institutional and/or the organization's policies and procedures.

Ability to interface with diverse groups of individuals, internal/external to the organization, utilizing multiple methods to communication as appropriate to the audience. Must be able to maintain confidentiality and have high ethical standards. Knowledge and experience in providing 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 plus four (4) years of related work experience including one (1) year of supervisory/team lead experience. Official transcripts will be required. Current and valid driver's license required for offsite travel. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for managing projects, programs and/or activities related to community outreach; initiate evaluation and outcome assessments. Collaborates with clients and/or vendors to secure resources necessary to complete project/program. Establish and manage the project/program scope and milestones ensuring adherence to timeline, cost and delivery. Adheres to DCCCD policies, procedures and regulatory guidelines. Maintains up-to-date knowledge of current trends and best practices.

Responsible for the production process and/or the coordination of print and digital materials that impact district-wide marketing and outreach programs. Lead team through execution of project/program and provide day-to-day direction on process related activities. Document and analyze project/program activities and implement continuous process improvement as needed. Ensures projects, programs and/or events occur within established parameters and produce desired outcome.

Builds and maintains collaborative working relationships with diverse stakeholders and constituents internal/external to the DCCCD community network in order to accomplish project/program objectives. Attends meetings, serves on committees, and acts as a liaison between organization and stakeholder to ensure that stakeholder's needs are met.

Embraces change and quickly adapts to new or ambiguous situations, change in direction and altering priorities related to project/program. Exhibit a high degree of initiative and independent judgment; perform duties, make decisions and recommendations under limited supervision. Provides periodic reporting of progress status to key stakeholders.

Actively listens and responds constructively to stakeholders and/or team member's ideas or concerns regarding project. Maintains confidentiality related to project, as applicable. Utilizes excellent interpersonal, presentation, oral and written communication skills when interacting with diverse stakeholders and constituents within the DCCCD community network to convey information and increase positive awareness of DCCCD.



Completes required DCCCD professional development training hours per academic year. Performs other job duties as required. Supervises two (2) or more full-time or full-time equivalent employees and may directly/indirectly manage a budget.

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.