

Job Description

Job Title: Assistant Director – Academic Records

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

Provides assistance to achieve the organizations administrative, academic, student support and/or community relations goals.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Responsible for providing guidance and leadership in planning the day-to-day activities of assigned organization. Collaborates with stakeholders to implement/improve processes and procedures in order to meet the mission and goals of the institution or organization. Additional work will vary according to the assigned department.

Must have strong interpersonal, organizational, time management and problem-solving skills as well as the ability to prioritize, plan and lead projects as assigned. Identifies problems and determines 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. Provides guidance and support to employees to improve the value of the organization and create a positive work environment.

Ability to adapt to changes in work environment, work priorities, organizational and/or customer needs. Plans, organizes and schedules staff and tasks effectively to achieve objectives. Adheres to institutional and/or the organization's policies and procedures.

Uses multiple methods to communicate information and chooses method that is appropriate to the audience. Maintains confidentiality and high ethical standards. Must have excellent communication skills.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard Manufacturing environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Incumbents are at times subjected to hazards such as the dangers associated with the use of industrial equipment, basic hand and power tools and testing equipment.

MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree or higher in related field plus four (4) years of related work 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 the advancement of evaluation standards for college-transfer transcripts, military transcripts, international transcripts and other education providers. Serves as Student Records, Paperwise and Transcript Equivalency Service access manager. Research and determine the authenticity of high schools and their recognition by the Department of Education and Texas Education Agency.

Coordinate the development and application of policies with Director of Academic and Student Records, Registrars and Financial Aid to ensure compliance to local, state and federal guidelines. Responsible for updating and adding all types of institutions to Colleague including high schools, colleges, foreign credential evaluation services and other educational experience providers.

Participate and lead various projects from defining the scope and objectives of the project, to creating timelines, managing the budget, maintaining communications with stakeholders and implementation of the project into completion.

Access Informer to solve problems, identify errors and pull data in colleague that is related to transcript evaluations. Access Paperwise to run queries to identify and incorporate into workflow transcripts that require evaluation. Lead training sessions for a variety of audiences including admissions/registrar staff, advisors, faculty and students.

Develop procedures and implement district-wide articulation agreements for non-accredited institutions and experiential learning. Provide policy information, explain processes and lead discussions in the area of transfer credit. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal and external stakeholders and constituents within the DCCCD community network.

Supervise two (2) or more full-time employees and manage assigned budget.

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.