



## Job Description

**Job Title: Associate Director – Educational Programs & Partnerships JTC: APV**

**Salary Range: E02**

**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 business operations and financial administration of the organization. Provides project strategy, resource planning, coordination and execution of projects and analytics.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience to organize, plan and direct the daily activities of a department or organization. Advanced knowledge to develop, manage and implement departmental processes and procedures to meet vision, mission and goals of the organization. The ability to drive implementation of key initiatives following policies and procedures of the district and organization.

Ability to solve complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Provide leadership that encourages employee productivity and efficiency. Advanced experience developing both short- and long-term strategies that meet business needs. The ability to lead committees and task forces to improve service and quality.

Develop and maintain constructive and cooperative working relationships with individuals of diverse backgrounds, both internally/externally, within and outside of the organization, with representatives of the community, employee and public interest groups to meet the business needs. Excellent interpersonal skills that are demonstrated by being articulate, direct and forthright, and serving as a collaborative and decisive team member and a strategic thinker with a broad perspective.

The ability to make clear, consistent, transparent decisions, acts with integrity in all decision making and distinguishes relevant from irrelevant information making timely decisions. Demonstrated organizational skills in planning, directing and prioritizing multiple and complex assignments and projects. Ability to manage multiple matters simultaneously and to respond to rapidly shifting priorities or challenging situations. Knowledge and experience of forecasting and managing the budget.

Ability to maintain confidentiality and has high ethical standards. Strong verbal and written communication skills, with the ability to present and communicate with multiple levels in a multi-cultural community. Strong knowledge and experience in providing effective 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 or higher in related field plus two (2) years of experience working in related field. Must have valid driver's license. Official transcripts will be required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for coordinating and collaborating with key internal stakeholders as well as business and industry leaders in developing curriculum to meet emerging technology. Coordinates program structure and establishes pathways for student success by providing cutting edge technology for current and future students, dual credit programs and the Dallas Independent School District (DISD) academic academies.

Proactively recognize emerging trends, anticipate outcomes and make necessary modifications to program platforms to achieve desired goals. Collaborate effectively with a diverse, multicultural college community to promote program objectives, recruitment for student enrollment and engage faculty and industry leaders in the support of the organization/district's strategic goals.

Maintains effective working relationships with vendors and other constituents seeking out opinions and ideas related to new technology prior to making decisions regarding products and services for use in the CIT program. Coordinates orientation and training for faculty new to the program ensuring certifications/licenses are current. Participates in or facilitates faculty, advisory or curriculum review meetings.

Effectively evaluates programs and processes and their potential impact to the business industry to optimize performance. Assists with accreditation reports, reviews, etc., of program as required or requested. Ensures compliance with district policies/procedures, various governing boards, as well as federal, state and local rules and regulations.

Monitors progress of programs to ensure quality, timeliness and efficiency. Able to multitask and adapt to change quickly and easily. Must have excellent interpersonal, presentation, verbal and written communication skills in order to interact with individuals from diverse backgrounds within the DCCCD community network.

Supervises approximately 10-12 full-time faculty and staff. May have budget oversight depending on software and/or equipment needs to support college program.

Performs other job 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.*