



## Job Description

**Job Title: Executive Director – Academic Affairs & Student Success JTC: AQH**

**Salary Range: E07**

**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 operational leadership, design, development and strategic plan for the assigned areas of responsibility in a cost-effective and time-efficient manner. Responsible for the day-to-day operation which includes managing committees and staff and developing business plans to accomplish the goals, mission and vision of the District. Responsibilities include financial management, organizational development, staff management, and program operations.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Broad knowledge and experience executing operating strategies and plans, manages staff, sustains the operational financial plan and oversees the administrative management of the organization(s). Demonstrated success to effectively lead change and organizational growth through strategic planning. The ability to analyze strategies to move the organization forward, setting goals, evaluating the process and implementing improvements.

Demonstrated track record of success in an administrative leadership position overseeing the operations of an organization(s) or program(s). Experience and amiable individual who can maintain a solid relationship with executive leadership, administrator, staff and students to achieve the goals of the organization; cultivating a positive work environment. Advanced knowledge of policies and procedures and adheres to high ethical standards when implementing process and improvements to comply with District guidelines.

Excellent analytical skills with exceptional organizational skills and the ability to think strategically and tactfully. The ability to present concepts effectively and influence all levels of the organization and administration. Capable of evaluating options and actions based on trends and conditions in the environment, and the vision and values of the organization.

The ability to attain results through critical thinking, problem-solving, planning, execution and continuous improvement of the organization. Experience solving and assessing problems by identifying the cause, collect, and analyze relevant information, generate possible solutions, and resolve the problem in the best interest of the District.

Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills. Must provide excellent 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 in related field plus four (4) years of experience in work related area. Official transcripts are required. \*\*\*Will be subject to criminal background. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for providing leadership and oversight for credit and technical instructional programs and student support services. Develops implements, and assess policies to enhanced student learning, academic programs and student success. Formulates and interprets policies, procedures, and objectives and ensures compliance with the District, state, and federal rules and regulations.

Directs Deans, Executive Deans, Directors and support staff to implement course and program improvements based on planning, goal setting, and assessment. Provides strategic innovative leadership as a member of the executive team and provides guidance and direct oversight of academic and student support, growth, and development.

Works collaboratively with the Executive Vice President Academic Affairs and Student Success to promote and document student learning initiatives in a technology-enhanced environment. Builds and maintains collaborative relationships with various college administrative areas internally and externally and maintains liaison with community agencies, schools, special programs, and interests' groups.

Leads colleagues to develop and implement a strategic budget plan to allocate resources using fairness, integrity, logic and high ethical standards. Operates strategically by anticipating trends that may impact academic affairs and student success. Responsible for preparing complex reports, briefings, and presentations, and addresses and solves institutional and strategic issues that occur.

Conducts environmental scanning of the service areas for the identification and the marketing of potential programs. Must have strong interpersonal, presentation, oral and written communication skills to interact effectively with a diverse, multi-cultural DCCCD community network.

Supervises 2 or more full-time employees and manage the organizations budget.

Performs other duties as required.

*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.*