



Job Description

Job Title: Assistant Director - Special Programs, Outreach & 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

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 customer service skills.

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 or higher plus three (3) years of related experience. Official transcripts required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Must be capable to understanding project and business requirements and how these requirements apply and/or interface with other systems within the DCCCD. Collaborates with client and/or vendor to secure resources necessary to complete project(s). Establishes and manages the project scope and milestones ensuring adherence to timeline, cost and delivery. Must be knowledgeable of DCCCD policies and procedures to ensure projects and events occur within established parameters.

Responsible for the production process for print and digital materials that impact district-wide marketing and outreach programs. Ability to lead team through execution of project and provide day-to-day direction on process related activities. Document and analyze project activities in a way that the process is continually improving. Able to work in ambiguous situations; take a high-level assignment and work the details to produce desired outcome.

Ability to establish cross-functional and multiple location relationships, network both internal and external to DCCCD, in order to accomplish project objectives. Proactively engage stakeholders in project development. Create a sense of belonging and ownership among team members.

Capacity to embrace change and quickly adapt to new situations, changes in direction and altering priorities related to project. 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. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Indirectly manages a budget of approximately \$5 million.

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.