Dallas County Community College District

Job Title: Manager - Admissions **JTC: CQB**

Salary Range: N05 **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 with the day-to-day functions of a segment of work, a sub-section of an organization, or a functional area within an organization.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Responsible for assisting with the planning, direction or oversight of a business unit, division, department, or an operating unit within an organization with or without reporting staff. Plans and maintains work systems, procedures, and policies that enable and encourage the optimum performance of its people and other resources within the organization.

Assists in the establishment and implementation of efficient administrative policies, programs and procedures; develop strategic goals and objectives for area(s) of responsibility in conjunction with strategic direction, mission and goals of business unit or organization.

Demonstrated ability to work effectively with both internal and external groups with a cultural, racial and ethnically diverse background; strong commitment to world-class customer service.

Recognize emerging trends in area(s) of expertise and prepare for changes that may occur as a result of these trends. Ability to multi-task and/or lead projects to ensure they are completed within timeframe and budget.

Manages the preparation and maintenance of reports necessary to carry out the functions of the department. Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment.

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

Associates degree plus three (3) years of related work experience. Ability to work extended hours beyond the regular 8:00 a.m. – 5:00 p.m. work day during heavy registration peak times. Official transcripts are required. ****Will be subject to a criminal background and/or fingerprint check.****

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, organizes, maintains, and manages the processes and operations of admission and registration services for the college location; manages activities of the admission department to include: planning, implementing, administering and evaluating projects and services impacting the operations from an

admission/registration perspective. Assists with the supervision and daily department operations, including staffing and work schedules; provides input in preparing departmental objectives; establish program requirements and departmental needs.

Acts as a resource in answering questions and providing information regarding the interpretation of admission policies and procedures for DCCCD and external agencies as they apply to departmental functions.

Works with faculty and academic divisions in developing, administering, and coordinating appropriate student support services related to student development, and admissions processes and services. Interacts with various campus/location offices regarding the preparation and generation of various reports, proposals, and makes recommendations related to retention and long range planning.

Responsible for the college/location on-line admissions and registration services. Assists in preparing and conducting on-going staff and admissions staff training. Serves as the liaison to college colleagues and students to research, resolve and respond to student issues.

Responsible for the selection, training, coaching, development and evaluation of assigned full-time staff. Excellent interpersonal and listening skills in order to convince, influence, and direct students as it relates to their academic goals. Excellent oral and written communications skills required. Excellent customer service skills.

Performs other duties as required.

Supervise two (2) or more full time staff.

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.