



## Job Description

**Job Title: District Director of Articulation/Transfer Services, University Relations & Special Populations** **JTC: AEX**

**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 planning, implementing and coordinating the District university transfer programs in compliance with Coordinating Board Rules and state statutes; ensures that students, counselors and advisors, registrars and faculty have current and accurate transferability information regarding Texas colleges and universities, distance learning institutions and select out of state 4-year schools.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Significant experience and knowledge with articulation and the processes related to establishing and maintaining agreements. Knowledge of the policies, curricula and academic structure of the DCCCD. Knowledge of office management policies, methods and procedures.

Advanced management and leadership with the ability to address complex problems, experience in organizing, prioritizing and coordinating complex activities and tasks, under pressure of time constraints and competing deadlines.

Ability to work across disparate groups of student and support groups. Demonstrated ability to establish and maintain cooperative working relationships with faculty, administrator and others. Ability to perform research, analyze data and communicate information to individuals from diverse backgrounds.

Experience gathering and documenting business requirements, while making informative decisions utilizing research and technology.

Demonstrated ability to examine new and revised information regarding degree requirements through college catalog, academic departments or the curriculum and articulation as needed. Excellent interpersonal, oral and written communication skills, including skills in public speaking, presentations, negotiation and conflict resolution in a diverse environment. 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

Master's degree or higher plus two years of work experience in academic advising, including supervision. Must have current driver's license for offsite travel. Official transcripts required. \*\*\*Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Negotiate Articulation/Transfer Agreements with cooperating colleges and universities. Coordinates and provides advisor/counselor training at individual District locations. Provide oversight and leadership for a district wide effort to support veterans and special student populations. Work closely with the Active Military program at the LCET.

Plans, develops, coordinates and evaluates the District-wide transfer program for students, counselors and advisors, registrars and faculty. Oversees the development of articulation materials and agreements to support transfers to four-year institutions. Participates/Chairs/Co-Chairs Annual Advisor's Forum.

Consults and collaborates with other District Offices such as Curriculum Management, Workforce Education, Degree Audit, Veterans and Special Populations, Academic and Student programs, campuses, etc. Convenes the Veterans Council and maintains communication with various District Councils & group to include: Registrar's Council, Degree Audit, Active Military, and Counseling and Advising Council.

Oversees the development of Course Equivalency Guides, University Transfer Guides and Transfer Admissions Guides on the Articulation/Transfer Services web site. Develops relationships with key sources and points of contacts for nontraditional and special student populations (foster care, reentry, veterans, displaced) support and matriculation. Oversees ongoing transfer information web site maintenance. Facilitates the creation and implementation of the transfer equivalency and degree audit section of the Colleague system.

Initiates and maintains contact with four-year college/university Chancellors, Presidents, Provost, and Vice Presidents to promote transfer agreements. Introduces and promotes the development of reverse transfer programs to participating colleges and universities. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent interpersonal, presentation, verbal and written communication skills to interact with individuals from diverse backgrounds within the DCCCD community network.



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.*