



## Job Description

**Job Title: Director – Academic & Student Records**

**JTC: AQC**

**Salary Range: E03**

**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 leadership and management of the organization, performing complex and highly responsible duties to attain organizational and district goals.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience developing business and operational plans and demonstrates a clear understanding of policies/procedures. Ability to plan and implement projects which are tied to the organization's strategic plan to accomplish the vision, mission, and goals of the organization. Advanced knowledge and compliance with federal, state and local regulations.

The ability to organize various needs assessments to determine the effectiveness of programs or processes that could broaden and/or enhance client service. Must have strong leadership qualities and team building skills. Ability to operate independently and employ solid decision-making skills. Demonstrated commitment to high professional ethical standards and a diverse workplace. Able to maintain confidentiality as required.

Ability to establish and maintain positive working relationships both internal and external to the organization to improve work productivity. Experienced and successfully represent the organization to key stakeholders and business partners. The ability to work with staff and/or clients to assess professional development/business needs; performs gap analysis that builds people management skills as well as leadership skills and capabilities.

Advanced knowledge and experience to provide oversight of the district programs and direct the work of personnel to ensure annual, short and long-range goals are met. Capable of planning, implementation, execution and evaluation of complex special projects and ensures projects are completed on time and within budget. Experience assessing situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the organization or district.

Demonstrates interpersonal, organizational, oral and written communication skills to engage effectively with individuals from diverse multicultural backgrounds. Ability to work cross-functionally with other constituents to implement operational strategies or new processes to improve client experience and 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 plus three (3) years of experience in related field. Official transcripts are required. \*\*\*Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the district-wide student Degree Audit and Transcript Evaluation programs. Responsible for programming Continuing Education Skills Awards in Colleague, which includes programming annual revisions, new plans, and training CE personnel on graduating completers in Colleague. Direct the programming, testing and maintenance degree, certificate and award patterns for the DCCCD.

Develop and present district-wide training sessions on a regular basis on the fundamentals of the programs to ensure consistency at all locations. Responsible for curriculum management, and the research and programming in Colleague Course Master of all equated courses as defined by the Texas Higher Education Coordinating Board (THECB), Academic Course Guide Manual (ACGM) and Workforce Education Course Manual (WECM).

Collaborate with DSC Information Technology on Colleague issues, problem resolution and training. Consults with the District Financial Aid, and assists the District Director of Marketing in reviewing, writing, and clarifying DCCCD policy as it relates to registration, admission, grades, graduation and other policy as it relates to academic and student services.

Develop comprehensive project plans, specifically those impacting student academic records to plan, train, and implement DCCCD procedures to comply with federal and state legislation. Develop and refines standards for transcript evaluation for college transfer transcripts, international transcripts, military transcripts, International Baccalaureate credit, credit from other educational experiences, etc.

Participate and chair numerous committees to provide leadership and to improve the degree audit program. Excellent communications skills explaining to employees, students and parents, the regulations of the DCCCD Core Curriculum, WECM, ACGM, THECB state reporting requirements and TSI rules as they apply to student academic and graduation records. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Supervise approximately sixteen (16) employees and a budget of approximately \$800,000.

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.*