

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

JOB DESCRIPTION

JOB TITLE: Academic/Communications Coordinator

DATE PREPARED: Fall 2003

DATE REVISED: Fall 2007; Fall 2009; Summer 2012; Spring 2014; Spring 2015; Fall 2016; Spring 2017

GENERAL SUMMARY:

Coordinates daily student communication operations of the department. Provide academic guidance to all program participants (grant-funded and/or other district-based program).

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Responsible for on-going and continuous communication with the general student population in the program as well as the “at risk” student population via different mediums such as email, telephone, flyers, correspondence, etc.
- Responsible for developing, implementing and maintaining partnerships with students for educational careers, financial, and other related service needs.
- Designs, develops, and coordinates activities involving recruitment, enrollment, retention, transfer, and follow-up. Responsible for designing, layout, and coordination of production of marketing information for various workshops and other internal communication for program participants.
- Coordinates, develops, and implements student recruitment activities/events in support of program goals/objectives.
- Responsible for program enrollment and coordinates dissemination of program information.
- Develops and implements a student communication plan and may develop handouts, brochures, advertisement, and other promotional/informational materials.
- Conducts student interviews to gather information and assess service needs.
- Assess academic skills and interprets program service needs.
- Provides on-going student communication and serve as a liaison with campus and community agencies to provide referrals, resources, and other student support services.
- Coordinates grant services with existing college services.

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- Performs other duties as assigned.

- **REPORTING RELATIONSHIP:**

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

Work with light easy to handle materials requiring little physical effort.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Bachelor's degree or higher plus one-year experience in student development or academic advising or Associate's degree plus two years' experience in student development or academic advising. Ability to utilize computer technology to gather data, generate reports, maintain records, and communicate with others. Ability to interpret and apply administrative, departmental, and grant/program policies. Ability to deal effectively with a variety of individuals from diverse backgrounds. Oral and written communication skills to interact with persons from diverse backgrounds. Strong knowledge and experience providing effective customer service.

Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ccp: 09/01/03
ccp: 09/01/07 – rje
revised: 04/2009 – adhoc - msv
ccp: 09/01/09-rje
revised: 08/2012 – emm
revised: -3/2014 – emm
revised: 04/2014 – emm
revised: 04/2015 – emm
revised: 12/2016 – emm
FLSA: 01/2017 - emm
ADA/tmm 09.19.18