

RANGE N02

**JTC NO. NE3
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Faculty Contract and Load Specialist

DATE PREPARED: Spring 1999

DATE REVISED: Fall 2003; Spring 2004; Summer 2005; Spring 2009;
Summer 2012; Summer 2013; Fall 2014; Spring 2015; Fall
2016

GENERAL SUMMARY: Responsible for preparing and verifying special employment agreements and extra service contracts for various teaching assignments throughout the year for either all location adjunct faculty only or for both full-time and adjunct faculty of a specific division as assigned.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Primarily responsible for preparing all location adjunct faculty contracts.

Receives, researches, and verifies data to generate special employment agreements and extra service contracts. Tracks contracts and acts as a liaison between instructors, divisions, deans, and human resources. Monitors the distribution of contract copies to instructors and develops and maintains contract files.

Acts as resource person, resolves problems, and provides guidance to campus divisions and/or specific division administrative staff related to contract information and generation.

Compiles, generates and provides adjunct/full-time faculty reports to divisions and/or division administrative staff assigned to.

Updates the Adjunct Faculty Manual.

Provides ongoing technical support and assistance to both full-time and adjunct Faculty with computer needs and questions. Responsible for the initialization and maintenance of adjunct and/or full-time faculty e-mail accounts.

Develops and processes the monthly board approval list for the President's Office.

Cross-trains the designated backup staff member(s). Trains other department office personnel in the contract process.

Prepares and monitors full-time faculty extra service contracts (including special assignments, projects, etc.). Prepares and monitors summer and banked contracts which are calculated on a premium pay.

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PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

May assist, train and/or guide a variety of staff and student assistants involved in projects and tasks assigned.

Perform related duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational need.

PHYSICAL EFFORT REQUIRED:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push, lift, reach, carry, grasp, squat or stoop, bend and twist the body while performing essential duties, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 10 pounds.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

- Associate's degree or higher and two years of related work experience **or** graduation from high school or equivalent plus four years of related work experience.
- Mathematical skills are essential.
- Requires advanced skills in word processing and data base applications.
- Ability to adapt to new software/hardware and mainframe applications and utilize computer technology to organize and access data, maintains records, and generates contracts and detailed reports.
- Demonstrate ability to work within tight deadlines and with minimal supervision.
- Ability to safeguard sensitive and confidential information.
- Demonstrate oral and written communications skills to interact with varying levels of DCCCD staff and students from diverse backgrounds.
- Strong knowledge and experience providing effective customer service.

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MINIMUM EDUCATIONAL/SKILL REQUIREMENTS: - continued

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

03/24/99:rpg
revised: 09/01/03; ccp - rje
revised: 01/13/04; ccp
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