

RANGE N02

**JTC NO. TR6
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: School Alliances Associate

DATE PREPARED: Spring 1997

DATE REVISED: Fall 2003, Spring 2009; Summer 2012; Spring 2015; Fall 2016; Spring 2017

GENERAL SUMMARY: Responsible for designing, developing, and implementing programs to increase student enrollment and enhance student retention requiring knowledge of the District its programs and resources. Coordinate recruiting activities with DCCCD colleges and area school districts, area community organizations, outside funding agencies (e.g. TWC, TRC, etc), and/or area employers. Overall, responsible for outreach activities and working cooperatively with campus/locations in their recruitment efforts.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Plans, coordinates and participates in activities in a variety of settings designed to identify and attract potential students. Some positions may focus on a target student population and may require proficiency in a language other than English.
- Provides information to students/potential students on college programs and services at specific scheduled events, via mail-outs, presentations, etc. Acts as a liaison between colleges and public schools, area community organizations, outside funding agencies, and/or area employers.
- Creates promotional letters/material to attract and maintain student/potential student contact as well as contact with parents and coordinates distribution with college public information personnel.
- Sponsors and coordinates activities to encourage community and public school student participation and interaction in programs and activities on college campuses.
- Gathers, analyzes and prepares reports related to recruitment and retention activities.
- Develops and maintains programs for high risk students to provide seminars and workshops designed to counsel students in time management, study techniques and other existing programs for disadvantaged and other high risk students.
- Requires extensive travel within Dallas County.
- Performs related duties as assigned.

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REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

Ability to lift and carry materials weighing up to 25 – 30 pounds.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Associate's degree or higher with four years of outreach and recruitment experience in an educational, community/public agency environment. Advanced knowledge of computer technology to access information, maintain records, generate reports and communicate with others. Well developed oral and written communications skill to interface with individuals from diverse backgrounds. Requires valid driver's license. The ability to provide quality customer service. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

revised: 09/01/03; ccp (rje)
revised:01/26/06;msv
revised: 04/2009 – adhoc – msv
revised: 08/2012 - emm
revised: 04//2015 – emm
revised: 12/2016 – emm\
FLSA: 01/2017 - emm
ADA/tmm 12.14.18