NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Director of College Connection

**Department:** Outreach and Student Services

**FLSA Status:** Exempt

**Grade/Level:** Admin/Prof II

**Job Status:** Full Time

**Reports To:** Vice President for Student and Outreach Services

**Amount of Travel Required:** As needed

**Positions Supervised:** Advisors, Recruiters, Testing Director, Career Services Coordinator

**Work Schedule:**
- Monday - Thursday 8AM - 6PM
- Friday 8AM - 12PM
- Or as assigned by the supervisor

**Contract Length:** 12 months

**PURPOSE:**

The Director of College Connection is responsible for the overall coordination of the recruiting, advising, testing, and retention efforts of the college. The Director supervises the college advisors, the coordinator of recruitment, the director of testing, and the coordinator of career services. Major responsibilities include working with other student/outreach services offices in the effective implementation and student outcomes of the Community Partnerships Grant, including the coordination of high school application completions, testing, orientations, and FAFSA completion for all high school seniors participating in the Community Partnerships grant. The Director also serves as an advisor and works closely with students before, during, and after they enroll at NTCC. He/she works closely with all of other student/outreach services personnel, with high school counselors, the college faculty, and other community college and university personnel to remain current with, admissions requirements, majors, and transferability of courses. He/she works cooperatively with community agencies and local educational institutions. The Director also works with students in degree planning, personal and career guidance, and retention. The Director oversees all recruitment activities of the college and acts as liaison between the high schools and the college.

**MAJOR RESPONSIBILITIES:**

- Directs the effective implementation and evaluation of the Community Partnership Grant in accordance with grant provisions and assurances;
- Supervises the advisement, testing, recruitment and career services of the college;
- Seek sources of external funding to support the goals and objectives of these services on a routine basis through grant writing and other forms of resource development.
- Communicates with prospective and returning students concerning procedures involved in registering for college;
- Performs academic advisement and personal counseling;
- Works very closely with the Director of Admissions to insure all advisors and other college officials understand and comply with Texas Success Initiatives (TSI) and course placement guidelines.
- Assists the Advisor/Coordinator of Special Projects with facilitating special services to students with disabilities in accordance to ADA regulations and with meeting grant guidelines for Perkins funding;
• Assists the Advisor/Coordinator of Retention with developing and implementing services to retain students in college;
• Ensures proper coordination of recruiting events with admissions, financial aids, area high schools, CIS, Upward Bound, and other educational entities;
• Establishes, fosters, and maintains solid working relationships with counselors, principals, and other professional at area high schools.
• Coordinates annual area wide College Night program and Community Partnership grant (College Connection) events.
• Works closely with the Coordinator of the Career Services to assure that students who need career testing, career advisement and placement receive appropriate assistance;
• Assists with the planning and implementation of annual Career Fair in the spring;
• Organizes annual High School Counselor Appreciation Luncheon and training workshop in conjunction with other student/outreach services staff;
• Works with Director of Institutional Effectiveness in developing recruiting and retention strategies based on data.
• Oversees the development of a recruitment plan and calendar to reflect activities planned both at the college and area high schools.
• Works closely with the Director of the Hanson-Sewell Center and the Naples Omaha Center/Morris County Liaison to meet the needs of students in accordance with the College Connection Grant;
• Coordinates with Texas A&M Texarkana activities requiring the use of the Eagle Express bus;
• Serve as an active member of Student/Outreach Administrative Council and on other committees and task forces as needed, and
• Perform other duties as assigned by the Associate Dean of Student Services.

Position Characteristics

• Thorough knowledge of advisement, recruitment, retention, and customer service strategies
• Knowledge of the mission and philosophy of the community college
• Must work with prospective students, NTCC students, parents of students, NTCC faculty and staff, high school counselors, and principals to recruit, to advise, and retain students.

Qualifications:

• Bachelor’s degree required; Master’s degree preferred.
• Strong communication skills, both verbally and written are required.
• Strong organizational and problem-solving skills are required.
• General knowledge of the budget process and of expending state and federal grant funds is required.
• The ability to maintain and foster strong relationships with state agencies and local educational institutions is required.
• The ability to coordinate responsibilities with other faculty and student/outreach services personnel is required.
• The ability to supervise support and professional personnel and manage department budgets is required.
• Working knowledge of a student information system and knowledge of microcomputer/software applications is preferred.
• Being available for regular evening hours and occasional weekend assignments is required.

Signatures

_____________________________________________  ___________
Director of College Connection                    Date

_____________________________________________  ___________
Vice President for Student and Outreach Services  Date

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President                                     Date

Job Description developed: January 2009
Revised into new format: June 29, 2010
Preparer: Dr. Judy Traylor and Jeanni Pruitt