NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Director of Educational Services and Community Relations in Morris County

Department: Student and Outreach Services
Job Status: Full-Time
FLSA Status: Exempt
Reports To: Vice President for Student and Outreach Services
Grade/Level: Admin/Prof II
Amount of Travel Required: As needed
Work Schedule:
Monday - Thursday 8AM - 6PM
Friday 8AM - 12PM
Or as assigned by the supervisor
Positions Supervised: Secretary
Contract Length: 12 months

PURPOSE: The Director of Educational Services and Community Relations in Morris County serves to represent Northeast Texas Community College to the students, prospective students, families and tax payers of Morris County and adjacent counties in our service area, including the Avinger, Ore City and Hughes Springs ISDs. This position will recruit, provide student services, and address unmet educational needs of those in this area through the existing resources of NTCC. Additionally, this person will represent the College to the public, keeping the College visible to the communities in this area. The director also makes the administration aware of the educational needs of Morris County (and adjacent communities). The director assists the Executive Vice President for Instruction in the scheduling of classes in respective areas.

The Director is also responsible for the management, operation, and delivery of student and instructional services at the Naples-Omaha Center and the Pewitt Learning Center, where there is an ongoing program of credit and non-credit instruction. He/she will also develop, deliver, and maintain a comprehensive student recruitment and career advisement program for this campus. This position will include planning, developing and providing educational programs and services for adults and special populations in extended day and evening classes and in special interest seminars and courses; assisting with registration and enrollment; determining community educational needs, and ascertaining the feasibility of proposed programs. Manage the state licensing testing site (LaserGrade) to assure that proper procedures are followed in accordance to state regulations.

The Director reports to the Vice President for Student and Outreach Services and works closely with the President’s office on matters of community relations. The position also works closely with the entire Student and Outreach Services team as well as the instructional administration and Dual Credit Coordinator.

MAJOR RESPONSIBILITIES:

1. Coordinate the development of a plan to raise and maintain the visibility of NTCC in Morris and adjacent counties;
2. Recruit and develop a standing community advisory council which will provide input on community needs;
3. Establish positive working relationships and/or partnerships with public and private schools in Morris and Cass Counties, business, industry, civic and community organizations, local government entities, and state agencies;
4. Work closely with the instructional administration and faculty regarding the delivery and evaluation of credit and non-credit instruction offered at NTCC facilities in Morris County;
5. Collaborate with the College Connection Director, the high school counselors, and CIS youth services coordinators in planning and implementing events designed to create a college-going culture in Morris and adjacent counties;
6. Work closely with the public information officer and other College colleagues to promote all programs, courses, services, and activities of NTCC in this area;
7. Work closely with the student services staff and the faculty in the recruitment, enrollment, and retention of students in Morris and adjacent counties;
8. Plan, implement, and evaluate special activities designed specifically to address the needs of the community;
9. Prepare and maintain an annual budget which supports the mission of the Director of Educational Services and Community Relations in Morris County Office;
10. Assist in the acquisition of external sources of funding in collaboration with the Vice President of Institutional Advancement to support the educational needs of the community;
11. Meet the outcome goals set annually for this unit by the institutional effectiveness process;
12. Provide administrative oversight of the Naples-Omaha Center and the Pewitt Learning Center where there is an ongoing program of credit and non-credit instruction, including the management, operation, scheduling, and delivery of student and instructional services;
13. Provide supervision of classified employees the Naples-Omaha Center.
14. Oversee the administering of the state licensing test (LaserGrade) to assure that proper procedures are followed in accordance to state regulations;
15. Serve as liaison between the college and City officials on building lease and maintenance;
16. Serve as liaison between the college and Head Start to assure that their operational needs are met;
17. Ensure that students, faculty, and staff have the necessary resources at the Center for effective learning, teaching, and program administration;
18. Coordinate the development of policies and procedures to govern the effective implementation of all programs and services, and make sure all established policies and procedures are properly carried out;
19. Assist the Directors of Instruction in identifying, employing, orienting, and evaluating faculty teaching at the Center;
20. Identify local and surrounding community credit and non-credit programs with the assistance of appropriate college staff;
21. Conduct on-site student registration for both credit and non-credit programs;
22. Develop, evaluate, and revise, as appropriate, off-campus instructional plans;
23. Set-up and manage the distance education classroom at the Pewitt ISD Center;
24. Stay abreast of research and best practices in off-campus instruction and services;
25. Work closely with the Director of Continuing Education, Dean of Allied Health and the Associate Vice President of Workforce Education in offering credit and non-credit continuing education classes at the center;

26. Manage a one-stop, full-service system of customer service, including admissions, academic advisement, career/intake counseling, pre-admission testing, registration, financial aid, tuition/fee assessment, and accurate record-keeping on the High School campus as well as at the center in collaboration with appropriate college staff;

27. Perform other duties as assigned by the Vice President for Student and Outreach Services.

POSITION CHARACTERISTICS:

At its essence, this position is a combination of recruiter, community relations specialist, and student services specialist. This position requires strong interpersonal skills and desire to serve the needs of others. Must work successfully with diverse groups of people and with members of the community. It requires broad knowledge of college policies and procedures as well as the ability to interact effectively with college personnel to address the needs of specific prospective and enrolled students. It also requires knowledge and skills concerning diverse curricula, teaching, instructional technology, student development, and regulatory and accreditation rules and regulations.

QUALIFICATIONS:

Strong thinking, listening, speaking, writing, training, planning, implementing, organizing, and evaluating skills are essential. Ability to coordinate activities with various stakeholders. Ability to represent college leaders, including the President, in a manner appropriate to the event. Having lived in the community will be very helpful. A Bachelor’s degree is required and a Master’s degree is preferred. All degrees must be earned from institutions which are accredited by a recognized accreditation agency.

SIGNATURES:

______________________________  Date
Director of Educational Services and Community Relations in Morris County

______________________________  Date
Associate Dean of Outreach Services

______________________________  Date
Vice President for Student and Outreach Services

______________________________
President

Job Description developed:
Reviewed:
Revised: September 27, 2011
Preparers: Dr. Judy Traylor, Dr. Brad Johnson