NORTHEAST TEXAS COMMUNITY COLLEGE

JOB DESCRIPTION

Morris County Liaison

Department:  Student and Outreach 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:  Secretary
Contract Length:  12 months

PURPOSE:  The Morris County Liaison 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 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 liaison also makes the administration aware of the educational needs of Morris County (and adjacent communities). The liaison assists the Executive Vice President for Instruction in the scheduling of classes in respective areas.

The Liaison 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 helping 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 Morris County Liaison 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. 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:

Morris County Liaison  

Vice President for Student and Outreach Services  

President  

Job Description developed: January 2009  
Reviewed:  
Revised:  
Preparers: Dr. Judy Traylor, Dr. Brad Johnson