

## Director, College Connection

**FLSA Status:** Exempt

**Pay Grade:** 23

**Job Title ID:** 124000

**Job Series/Job Family:** Student Support & Success Series / College Connection

### **Reports To**

Vice President, Student Support and Success Systems

### **Job Purpose**

Directs the implementation of the College Connection Program in high schools throughout the ACC Service Area.

### **Description of Duties and Tasks**

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### ***Required***

1. Responsible for operations of Director's office, including hiring, training, supervision, and evaluation of staff; budget development and monitoring.
2. Reviews, updates, and prepares annually the College Connection program agreements for all school district participants.
3. Prepares and presents training/information sessions, as well as conference and other public presentations to ACC, school district and other external constituencies to effect the dissemination, implementation and follow-up of the College Connection program.
4. Administers grant funds related to the College Connection program.
5. Develops and maintains College Connection data reports and promotional materials.
6. Oversees development and maintenance of the College Connection website.
7. Coordinates college-wide the delivery of ACC services (assessment, advising, etc.) to high schools in support of College Connection enrollments.
8. Liaisons with Capital Area College Tech-Prep Consortium to ensure coordination of college-credit earning activities in high schools.
9. Oversees the preparation of data, reports, and narratives for use with College Connection and related initiatives.
10. Reports College Connection data to school district superintendents, school boards, and other school officials in person and electronically.
11. Assists in the preparation of grant proposals for College Connection and related initiatives.
12. Prepares, recommends, and oversees the budget for College Connection in coordination with the Executive Director of School Relations and others as assigned.

### **Knowledge**

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### ***Required***

- Demonstrated expertise in project planning, development and implementation.
- Presenting information and summary reports internally and to the public.
- Understanding of the community college philosophy and mission.
- Handling the demands and requirements of senior-level management in higher education.
- Effective leadership and ethics techniques, including Servant-Leadership principles.

**Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

***Required***

- Working in a collaborative manner with diverse constituencies.
- Maintaining confidentiality of work related information and materials.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written, verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.

**Computer Skills*****Required***

- Demonstrated proficiency using standard office software applications.

**Physical Requirements*****Required***

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in an office environment

**Work Experience*****Required***

- Three years work experience in an educational institution; and some supervisory experience.

***Preferred***

- Five years work experience in an educational institution; including one year of supervisory experience.

**Education*****Required***

- Master's degree.

***Preferred***

- Doctorate degree preferred.

**Licenses/Certifications*****Required***

- Valid Texas driver's license.

**Other*****Required***

- Reliable transportation for frequent in-state travel.

**Safety*****Required***

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.