DAWSON COMMUNITY COLLEGE
JOB DESCRIPTION
SEPTEMBER 2020

TITLE: DCC Director of Central Montana Education Center– Lewistown

POSITION: Exempt, full time, 12 months

DIVISION: President

SUPERVISION RECEIVED: President

SUPERVISION EXERCISED: Coordinator (Assistant), Student Employees, Peer Mentors, Peer Tutors

INITIAL SALARY: $32,000 plus Montana University System Benefits ($1054 per month)

START DATE: November 2, 2020

Job Summary: Performs tasks and provides leadership to the Central Montana Education Center, to all students, community and surrounding counties. Is responsible for directing and advising transfer and career and technical students and leading retention efforts for the Central Montana Education Center. Works closely with the Office of Academic and Student Affairs, Enrollment Management team, staff and Academic Advising.

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:

Employees at Dawson Community College are required to demonstrate kindness, respect, integrity, professionalism, and caring regard. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the College and university policies and procedures and to promote the educational objectives of the institution. Respect creates an atmosphere conducive to learning. Respect, in this sense, is a minimum threshold for our interactions with each other. A higher threshold is a “caring regard” for the people with whom we work.

Professionalism at DCC includes being mindful of our actions when working with students, colleagues, co-workers and our community members. Respect and “caring regard” for those with whom we share the common purpose of serving students is a paramount value. Professionalism and respect for others is an expected part of DCC job performance.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

Duties and Responsibilities:

- Serves as the primary representative for DCC at the Central MT Education Center and in the Lewistown community and the seven surrounding counties
- Serves as a generalist to coordinate all activities in the Central MT Education Center
- Implements and follows all DCC college policies and procedures
- Maintains records according to requirements of the college and its programs
- Coordinates and provides student services for the Central MT Education Center, including admissions, advising, financial aid and other services as needed
- Collaborate with all seven counties in recruiting events and with high school faculty to increase dual enrollment offerings
- Coordinate and collaborate with Human Resources and recruit adjunct faculty to teach at The Center
- Serves on committees at the Center, Lewistown community and other the surrounding counties
- Provides follow up to new student applicants (on campus or on-line) and connects them with their faculty advisor. Acts as liaison with DCC campus enrollment team.
- Provides walk-in support to students, community members and other stakeholders.
- Leads retention efforts for all students attending the Central MT Education Center by working closely with Enrollment Services and faculty to identify retention challenges
• Assists faculty with reaching out and contacting students struggling with school or not attending classes and provides assistance and support to students connecting them with the right resources for their continued success and completion.
• Collaborates with the Office of Academic and Student Affairs to promote, and manage programs supporting DCC’s Central MT Education Center.
• Provides assistance to other campus areas as needed, e.g., library services, student life, enrollment services (registration and orientation weeks, early registration days, including but not limited to testing, event coordination, campus tours, etc.) as needed
• Maintains appropriate records including confidential student files in accordance with federal and state requirements.
• Manages MT Center for Education Budget and provides continuous updates to the President
• Maintains sensitivity, understanding, and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds.
• Travels locally and regionally.
• Takes initiative and works independently as well as part of a team.
• Develops and maintains positive relationships with stakeholders
• Works collaboratively with all departments to meet the needs of our students and various stakeholders.
• Maintains high level of professionalism and confidentiality.
• Performs other duties as assigned.

JOB REQUIREMENTS:

Knowledge: This position requires a knowledge of higher education, and some experience in education (preferably knowledge of student retention, student affairs issues, transfer students, transfer programs, reverse transfer, academic affairs, human services, and crisis intervention techniques.)

Skills: This position requires skills in the use of a computer, Microsoft Office software, copier, and general office equipment

Abilities: This position requires the ability to communicate effectively orally and in writing, follow verbal and written instructions, work with students in various degrees of crisis including personal, education, and career related issues. Operate equipment and vehicle in a safe manner; make appropriate assessments and referrals; use good judgment; be patient and understanding when dealing with students; establish effective working relationships with the Vice President of Academic and Student Affairs, the Enrollment Management Director, fellow staff members, students, faculty, administration, and the general public.

PERFORMANCE STANDARDS

DCC values professionalism in its employees. The following attributes and behaviors are identified as examples of what is expected of an employee:

CORE COMPETENCIES:

• Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal effectively with frequent change, delays, or unexpected events.
• Attendance - Is consistently at work and on time.
• Business Acumen - Understands basic business practices.
• Change Management - Communicates changes effectively.
• Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.
• Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
• Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
• Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
• Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
• Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
• Initiative - Seeks increased responsibilities; Takes independent action.
• Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
• Managing People - Includes staff planning, decision-making, facilitating and process improvement; Makes self-available to staff; Provides regular performance feedback; Develops subordinates’ skills and encourages growth; Improves processes, product and services.
• Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.
• Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
• Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
• Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
• Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
• Quantity - Meets productivity Standards; Completes work in timely manner; Strives to increase productivity; Works effectively.
• Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
• Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
• Inclusion – Provides an environment that is inclusive of all students and supports underrepresented students.
• Assessment – Assesses annual performance and works closely with the enrollment management team.

EDUCATION AND EXPERIENCE:
The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

• Earned Bachelor degree in Education, Human Services or related field.
• Two years experience working for a college, university, or a combination of education and experience.
• Valid Montana driver’s license.

Preferred Qualifications:
• Master’s degree
• Experience in a higher education setting, counseling, or sales environment

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.

Reasonable Accommodations Statement
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

COMPLETED APPLICATION PACKET MUST INCLUDE:
• Completed Dawson Community College application
• Current resume
• Cover Letter
• Copies of college transcripts (original transcripts required, if hired)
• Three professional references (names, email addresses, and phone numbers).

INQUIRIES MAY BE DIRECTED TO:
Human Resources Department
hr@dawson.edu
406-377-9430

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Qualified protected class individuals are encouraged to apply. Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work.

Nondiscrimination Policy: Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services. The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies. Inquiries or complaints concerning these matters should be brought to the attention of Leslie Weldon, Title IX Coordinator. Telephone: (406) 377-9412. Email: lweldon@dawson.edu  Mailing Address: 300 College Drive, Glendive, MT 59330.