Associate Director, Round Rock Higher Education Center

Job Code 00001801

General Description
Responsible for assisting in the organization and coordination of activities for all RRHEC institutions.

Example of Duties
Assist departments in program development.
Facilitate faculty requests and hiring decisions.
Coordinate classroom instructional and equipment needs.
Monitor articulation agreements.
Develop and coordinate marketing plan and activities.
Prepare various correspondence.
Recommend improvements of programs and services.
Prepare budget and monitor expenses.
Coordinate RRHEC equipment purchases and installation.
Prepare standard reports.
Develop and monitor plans for faculty and student support.
Assist in coordination of office activities.
Supervise administrative assistant.
Oversee resolution of individual student problems.
Coordinate needs assessments.
Coordinate design and distribution of ads and brochures.
Maintain RRHEC website.
Coordinate web questionnaires.
Monitor enrollment statistics and projections.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: UPPSs; computer word processing, spreadsheets; RRHEC database; curriculum programs and courses; basic math.

Skill in: Effectively communicating with others; working as a team member; interacting courteously with often hostile members of the public; negotiating; organizing; supervising; marketing; in public speaking; budgeting.
Ability to: Understand written instructions, legal and technical documents, and policies and procedures; prepare clear, concise, and grammatically correct correspondence and publications.

Education and Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements