

**TEXAS STATE TECHNICAL COLLEGE  
JOB DESCRIPTION**

**Title:** Director College Information  
**Reports To:** Vice President for Student Development  
**Position Code:** DCIN  
**Department:** Assigned  
**EEO Type:** PR

**Effective Date:** 09-01-82  
**Revision Date:** 06-23-03  
**Pay Grade:** F  
**FLSA:** Exempt  
**ORP Elig:** Y

**A. General Description:**

The Director of College Information, a line position, is responsible for the planning and implementation of campus information activities, student recruitment; and mobile career center programming. Reports to an assigned supervisor.

**B. Duties and Responsibilities:**

**a. Essential Functions**

Develops and implements a management by objective system of management for the operation of the campus information, student recruitment.

Prepares operating budget and supervises expenditures for campus information student recruitment, and mobile career center operating expense accounts.

Provides coordination between the President's office and Personnel of College Information, student recruitment and mobile career.

Assists career information officers and other assigned personnel with developing and implementing departmental objectives

Submit periodic progress reports and special reports upon request.

**b. Other Responsibilities**

Performs other related duties as assigned.

**C. Working Conditions:**

Sedentary: Desk work; occasional field trips e.g. for College or program activities. Insignificant effort other than normal movement. Minimal Hazard/Exposure: Standard office setting. At least minimal environmental controls to assure health and comfort.

**D. Required Qualifications:**

Substantiated ability to work with people.

**E. Minimum Requirements of Education and Experience:**

Bachelor's degree in an appropriate field from an accredited college or university.

Master's degree preferred.

Three years of teaching or successful work experience in post-secondary technical-vocational education.

Comprehension of the philosophy of technical-vocational education and of public technical institutes.

Approved \_\_\_\_\_  
Supervisor