

GADSDEN STATE COMMUNITY COLLEGE

JOB DESCRIPTION

Position Title: Coordinator of Dual Enrollment

Supervisor's Title: Director of Enrollment Services & Registrar

JOB SUMMARY: The Coordinator of Dual Enrollment is responsible for the Dual Enrollment program to include management of the dual enrollment workforce grant, tracking and reporting. Develops annual goals and objectives for the dual enrollment program. Collaborates with the Dual Enrollment Instructional Specialist to initiate, develop and maintain formal partnership agreements with Local Education Agencies (LEA).

ESSENTIAL FUNCTIONS:

- Effective human relations skills, professionalism, enthusiasm and commitment.
- Knowledge of technical, academic, and health sciences programs and curriculum.
- Knowledge of Family Educational Rights and Privacy Act (FERPA).
- Ability to work and communicate with a variety of people with diverse backgrounds.
- Ability to work with minimal supervision/ work independently.
- Ability to operate in a professional manner at all times.
- Ability to operate in high pressure situations and respond to issues in a calm manner.
- Serves as the Coordinator and Budget manager for dual enrollment.
- Responsible for managing the dual enrollment workforce grant and program compliance.
- Develop semester and annual reports for the Dual Enrollment program.
- Managing dual credit agreements and monitoring student progress.
- Develop and manage tracking system for dual enrollment students
- Maintain system to track new and existing dual credit agreements between high schools, private schools and home schools annually
- Coordinate communication of program to high school counselors, students and parents.
- Organize and review student approval forms and applications to determine student eligibility.
- Develop Career Pathway Information (Academic Maps) to assist in the advising process.
- Responsible for processing, coordinating, and assisting dual enrollment students (including applicants, prospective students, and enrolled students) through the admissions, registration, course selection, and advisement process
- Coordinate the facilitation of placement testing.
- Collaborates with Dual Enrollment Instructional Specialist to provide orientation sessions for teachers and students to clearly identify the aspects of the dual enrollment program, as well as Gadsden State policies, regulations and requirements.

- Maintain a working knowledge of the STARS and Blackboard and other related software and resources to assist students.
- Maintain knowledge of financial aid opportunities for prospective and current dual enrollment students.
- Monitor academic progress of dual students by facilitating application, course enrollment, and grade reporting process with high schools.
- Collaborate with guidance counselors to address student needs/issues when appropriate.
- Implement informational/promotional materials for dual enrollment.
- Collaborate with the Dual Enrollment Instructional Specialist to initiate, develop and maintain formal partnership agreements with Local Education Agencies (LEA)).
- Maintain a general knowledge of other college policies and procedures including academic support, and student activities.
- Participate in annual planning and evaluation sessions in support of the College's vision, statement of purpose, and institutional goals and objectives.
- Collaborate with Dual Enrollment Instructional Specialist to establish short and long-range goals for recruitment and retention of dual enrollment students.
- Develops, in cooperation with the Dual Enrollment Instructional Specialist and Instructional Deans, annual goals and objectives for the dual enrollment program.
- Responsible for obtaining or verifying site approvals through Institutional Effectiveness.
- Orders and maintains supplies necessary for the efficient functioning of the dual enrollment program.
- Other duties as assigned

REQUIRED EDUCATION, EXPERIENCE, STANDARDS AND TRAINING

- Master's degree in education, marketing, communication or related field *required*
- Experience working in dual enrollment *required*
- Experience working in student services *preferred*
- Effective oral and written communication skills
- Knowledge of Gadsden State Community College policies and procedures
- Knowledge of Gadsden State Community College associate's degrees and certificate programs
- Knowledge of current employment trends
- A commitment to the teaching-learning process of the community college and the open-door admission process

C3 Salary Schedule

Employee's Signature _____ **Date** _____

Supervisor's Signature _____ **Date** _____