



JOB TITLE: DUAL ENROLLMENT COORDINATOR/SUPERVISOR

Classification: Supervisor
Salary Range: 24

Retirement Type: PERS*
Board Approved: June 17, 2019

BASIC FUNCTION:

The Dual Enrollment Coordinator/Supervisor oversees the administrative functions and activities related to the dual enrollment program at local high school campuses. Plans and implements dual enrollment procedures to streamline processes. Interacts with school site administrators, personnel from multiple school districts, staff from the County Office of Education, and other partners. Hires, trains, and evaluates assigned staff. This position reports to the Director of Outreach and School Relations.

REPRESENTATIVE DUTIES:

Supports the College's overall enrollment goals by implementing strategies that meet the needs of high school administrators and complies with the College's internal policies and administrative procedures to fulfill objectives, meet timelines, and complete outreach plans for targeted schools and student populations.

Ensures that agreements (i.e., CCAPs, Instructional Service Agreements, MOUs) with partnering schools and districts are in accordance with College policies and applicable federal and state laws and regulations. Reviews contracts and other legal documents to ensure that all contractual requirements are being fulfilled. Brings non-compliant or potentially non-compliant issues to supervisor's immediate attention.

Serves as a liaison between partnering school site administrators and the College's division deans to coordinate the scheduling of dual enrollment course offerings.

Coordinates efforts with various campus departments to guide, assist, monitor, and ensure seamless scheduling, enrollment, registration, and continuous support for dual-enrolled students in accordance with internal policies and in compliance with government rules and regulations. Ensures all paperwork collected is complete and accurate.

Identifies and resolves operational problems, administrative issues, and other workflow matters raised by faculty, District administrators, high school administrators, and/or students in the program. Maintains effective communication and ensures timely reciprocal exchange of information with key stakeholders.

Recruits, trains, and supervises staff and other support workers. Schedules and assigns work. Assesses performance and provides feedback, guidance, mentoring, or discipline as needed. Approves professional training and development opportunities for staff as appropriate.

Monitors status of dual enrollment numbers and overall program effectiveness. Develops and assesses Service Area Outcomes. Identifies other appropriate performance/activity metrics and captures and analyzes collected data. Apprises supervisor of progress toward and attainment of enrollment goals.

Coordinates marketing material, recruitment, and outreach activities in collaboration with appropriate College personnel and partnering school site administrators. Promotes and encourages dual-enrolled students to matriculate to the College upon high school graduation.

Develops and presents reports, proposals, speeches, presentations, etc. as needed or as assigned.

Establishes and maintains appropriate network of professional contacts. Maintains currency on College policies affecting admission, transfer credit, general education, and graduation requirements through participation in professional organizations, conferences, and meetings.

Serves as a Campus Security Authority (CSA) for Clery Act reporting requirements. Maintains up-to-date certification for CSA status.

Performs other related duties as assigned or requested.

JOB QUALIFICATIONS:

Education and Experience:

Bachelor's degree and a minimum of two (2) years of related work experience in student services, outreach, recruitment, or school relations activities. Combined experience/education totaling six (6) years may substitute for college degree.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Sensitivity to and understanding of multi-cultural environments.

Knowledge of outreach methods, recruitment strategies, school relations, and student services.

Knowledge of admissions policies and procedures.

Knowledge of student and academic programs, policies, and procedures.

Knowledge of FERPA requirements.

Knowledge of student information systems.

Expertise in advising and managing within a higher education setting.

Experienced in counseling students.

Experienced working with multi-cultural perspectives.

Experienced working in a busy, multi-faceted program or department, preferably in a university or college setting.

Abilities/Skills:

Skilled in counseling and/or academic advisement experience.

Skilled at supervising employees, encouraging ideas, and setting team goals.

Skilled at communicating in writing and orally, including public speaking.

Skilled at conflict resolution and collaborating with others to build consensus.

Skilled at working with computer systems and databases.

Skilled at handling multiple projects and carrying out required project details.

Ability to organize and chair meetings, lead workshops, facilitate group discussions.

Ability to manage budgets and monitor for variances.
Ability to maintain detailed records and historical data.
Ability to analyze situations and adopt an effective course of action.
Ability to meet schedules and deadlines.

Licenses or Other Requirements:

Valid California driver's license

WORKING CONDITIONS:

Must have a reliable form of transportation to travel to off-site schools and other locations.
Must be willing to work evening hours and/or weekends on occasion for special events.
Must be able to move from one work area to another.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.