

# JOB DESCRIPTION



**Position Title:** Early College Coordinator

**Department:** Outreach

**Employment Category:** Non-Exempt Staff

**Primary Location:** Sierra Vista Campus

**FLSA Classification:** Non-Exempt

**Remote Work Eligible:** No

**Parameters:** 40 Hour/Week; 12 Months/Year **Pay Grade:** NE07

**Position Summary:** The Early College Coordinator is responsible for coordinating services provided to high schools participating in dual enrollment programs, including advising, admissions, registration, class schedules, program implementation, and helping students, parents, instructors, and administrators.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Coordinates all aspects of the early college / dual enrollment program, conducts mandatory advising, provides support services to include the collection and data entry of admissions, registration and payments; verifies student eligibility, conducts onsite registration at high schools; provides informational presentations to a variety of audiences; identifies course offerings, coordinates class schedules; works collaboratively with college success navigators and college departments; may include seasonal office hours at select high schools

Conducts training for dual enrollment instructors to ensure knowledge of support resources, college policies, registration, enrollment and final grade processes; ensures CENSUS and final grades are submitted; ensures instructors are evaluated and provided feedback; coordinates professional development opportunities for dual enrollment instructors

Provides organizational support to division by maintaining and tracking information, ensures data integrity, maintains dual enrollment records to include assurance alignment forms, syllabus for each dual enrollment course and instructor; prepares enrollment reports and maintains point of contact information for district, conducts dual enrollment meetings with Outreach team, oversees dual enrollment operations in the absence of the Director of Early College

Oversees annual dual enrollment intergovernmental agreements (IGAs); compiles billing reports for participating school districts; reconciles billing with business office; verifies and monitors student enrollment reports for accuracy; makes recommendations for process improvements as needed; assists with development and implementation of new programs and course offerings, monitors compliance with Arizona Revised Statutes

Serves as liaison with Cochise County schools; coordinates and participates in team building activities with state, county, and local organizations, community-based organizations and schools to ensure maximization of services

Performs related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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## **Education and Experience Requirements:**

Bachelor's degree in related field from an institution accredited by an institutional accrediting body of higher learning recognized by the U.S. Department of Education

Three years' full-time, professional experience managing projects/programs, preferably in an educational setting  
*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities has been achieved may be considered*

## **Knowledge, Skills and Abilities:**

Knowledge of college operational practices, policies and procedures, and the ability to follow them and ability to follow college policies and procedures

Knowledge of current technologies to include Microsoft Office Suite and Ellucian Banner

Knowledge of budget preparation, monitoring and administration

Knowledge of early college / dual enrollment programs

Knowledge of admissions and enrollment practices utilized in a community college setting

Knowledge of diagnostic tests used to assess preparation for college study

Knowledge of Arizona's Career and Technical Education Program requirements and sequence of courses

Skill in gathering and analyzing statistical data and generating reports

Skill in listening, synthesizing information, and reaching sound conclusions

Skill in presenting information to groups of varying sizes

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple tasks to completion, with an attention to detail

Ability to work independently while contributing to team environment

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with supervisors, other department staff, faculty, students, parents and the public

Ability to read and interpret policies related to academic programs and student requirements for participation in various programs

Ability to create and present information publicly in a professional, articulate, and confident manner

**Work Environment:** Work is primarily performed under general supervision in a typical office setting with appropriate climate controls. Occasional travel, evening and weekend work may be required.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Light Work: Exerting up to 20 pounds of force frequently lifting or carrying of objects weighing up to 10 pounds requires a good deal of walking or standing  
Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

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**Reports to:** Director of Early College Programs

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.