Position Title: Dual Enrollment Program Specialist

Department: K-12 Outreach  Employment Category: Professional Staff
Primary Location: Sierra Vista Campus  FLSA Classification: Non-exempt
Parameters: 40 hours/week; 12 months/year  Pay Grade: PS04

Position Summary: The Dual Enrollment Program Specialist is responsible for coordinating Dual Enrollment, Reverse Credit and Programs of Study, identifying course offerings, facilitating and verifying instructor credentialing, coordinating class scheduling and registration with high schools and the college. Serving as grant manager, coordinator and post-secondary representative to the Cochise County Programs of Study Consortium.

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 Dual Enrollment and Reverse Credit Programs; articulates programs and identifies course offerings for dual and reverse credit; guides instructors on the credentialing process; conducts training for dual enrollment instructors to ensure knowledge of college policies, registration, enrollment and final grade processes; coordinates scheduling and registration with high schools and the college; facilitates placement testing for students and trains proctors as needed; ensures instructors are evaluated and received feedback

Assists with dual enrollment Intergovernmental Agreements (IGAs); creates billing reports for participating school districts for tuition due; submits billing to the cash office and ensures payment; verifies and monitors student enrollment and follows up to ensure final grades are submitted; makes recommendations on corrective action as needed; makes recommendations on Dual Enrollment and Reverse Credit guidelines

Serves as grant manager, coordinator and post-secondary representative to the Cochise Programs of Study Consortium; prepares and submits grant proposals; performs grant administration; develops and implements grant objectives; oversees grant budget funds and maintains all grant related documentation; assists with the IGA for the Programs of Study Consortium and other related IGAs; collaborates with various deans regarding performance measures, reporting and improvement plans, as required, for the Carl D. Perkins Basic Grant and the Programs of Study Grant

Prepares and submits grants and required fiscal and evaluative reports; coordinates requests for proposal input from the Programs of Study Consortium; writes, maintains and prepares all grant required documentation

Serves as liaison with Cochise County schools in conjunction with the Director of K-12 Outreach; coordinates and participates in teaming activities with state, county, and local organizations, community-based organizations and schools to ensure maximization of services for Programs of Study

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.
JOB DESCRIPTION

Education and Experience Requirements:
Associate’s degree in business, accounting, education, or related field from a regionally accredited institution of higher learning recognized by the U.S. Department of Education
Three years’ experience managing projects/programs that involve grant funding or similar, 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
Knowledge of the proper operation of and the ability to use personal computers and job related software, including Microsoft Office Suite and other job specific software
Knowledge of grant management and grant writing procedures
Knowledge of budget preparation, monitoring and administration
Knowledge of accounting procedures
Knowledge of dual enrollment and reverse credit programs
Knowledge of admissions and enrollment practices utilized in a community college setting
Knowledge of programs of study and articulating career pathway programs
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 preparing, monitoring and maintaining budgets
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 multi-task and organize, prioritize, and follow multiple projects and tasks through 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 other department staff, faculty, students and the public

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

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.
Sedentary Work: Exerting up to 10 pounds of force occasionally or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met
Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

Reports to: Director of K-12 Outreach

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.