Position Title: Dual Enrollment Coordinator  
Department: Outreach  
Employment Category: Administrative Support  
Primary Location: Sierra Vista Campus  
FLSA Classification: Exempt  
Parameters: Full-time; 12 months/year  
Pay Grade: AS08

Position Summary: The Dual Enrollment Coordinator is responsible for coordinating services provided to high schools participating in dual enrollment programs, including admissions, testing, registration, and class schedules, as well as providing assistance to students, instructors, and administrators with processes.

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 programs, including the collection and data entry of admissions, registration, payment information; proctoring placement testing; coordinating onsite registration at high schools; providing informational presentations; articulating programs and identifying course offerings, coordinating class schedules; working collaboratively with college success navigators and college departments

Assists instructors in the credentialing process; conducts training for dual enrollment instructors to ensure knowledge of support resources, college policies, registration, enrollment and final grade processes; ensures instructors are evaluated and provided feedback; assists in the coordination of professional development activities

Provides organization support to division by maintaining and tracking information, ensures data integrity, compiles reports, maintains dual enrollment records to include assurance alignment forms, syllabi for each dual enrollment course and instructor; prepares enrollment reports and maintains point of contact information for district

Prepares dual enrollment and programs of study intergovernmental agreements (IGAs); creates billing reports for participating school districts for tuition and service fees due submits billing to the cash office and ensures payment; verifies and monitors student enrollment and follows up to ensure accuracy of registrations and final grades are submitted; makes recommendations on process improvements and dual enrollment guidelines as needed; assists with development and implementation of new programs and course offerings

Serves as liaison with Cochise County schools in conjunction with the assistant dean for outreach; 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.
Education and Experience Requirements:
Associate’s degree in a related field from a regionally accredited institution of higher learning recognized by the U.S. Department of Education, preference may be given to individuals with a Bachelor’s degree. 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 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 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 supervisors, other department staff, faculty, students, parents 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 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 and/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: Assistant Dean for 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.