

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: PART-TIME DUAL ENROLLMENT SPECIALIST  
(Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE: P-1

OVERTIME STATUS: NON-EXEMPT

### MAJOR RESPONSIBILITY:

Processing of admissions, retention, and activities for Dual Enrollment Students.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: High School Diploma or equivalent required. Associate's degree preferred.
2. Years of experience in the field: Minimum of one year of experience in a customer service environment required. Data entry experience preferred. Background in K-12 or community college preferred.
3. Special skills or abilities related to the position: Positive human relations skills and ability to communicate effectively; ability to make presentations to small and large groups; organizational and computer skills (particularly Microsoft Office.) Ability to analyze data and write clearly.

### ESSENTIAL JOB FUNCTIONS:

1. Perform processing for all collegiate academy and dual enrollment activities, including articulation, admissions, orientation, and retention. Participate in recruitment activities as needed.
2. Assist in recruitment efforts between district public and private school systems, home-school parents, and the college.
3. Assist in the development of short and long-range plans for retention of collegiate academy and dual enrollment students.
4. Assist with organization of, and delivering presentations, to district high schools in tri-county service area.

ESSENTIAL JOB FUNCTIONS (Continued):

5. Meet with potential new collegiate academy and dual enrollment students, parents, and high school counselor(s). Distribute dual enrollment information, and respond to questions.
6. Verify students are placed in appropriate courses to earn high school credit as well as credits toward their college degree.
7. Assist with college-wide programs and visitations attended by high school students, parents, and counselors to promote dual enrollment.
8. Support all aspects of the dual enrollment registration process for the college's tri-county service area.
9. Assist with preparation of semester and annual reports for the collegiate academy and dual enrollment program.
10. Assist with providing follow-up reports each semester on collegiate academy and dual enrollment students to each district.
11. Assist with other department responsibilities as assigned by the coordinator or director.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.
- Ability to drive a college vehicle.
- Ability to travel extensively, including long international flights and visits.

ENVIRONMENTAL CONDITIONS

- Works in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: OCALA CAMPUS, BLDG. 5

SUPERVISOR OF POSITION: DIRECTOR OF ADMISSIONS & STUDENT RECRUITMENT