

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: PART-TIME DUAL ENROLLMENT SPECIALIST

PAY GRADE: P-2

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: Associates degree required. Bachelor's degree preferred.
2. Years of experience in the field: Minimum of one years' full-time experience in an educational environment required. Background in K-12 and community college recruiting and advising 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 dual enrollment activities, including articulation, admissions, and retention. Participate in recruitment activities as needed.
2. Assist in annual development of articulation agreements and recruitment efforts between district public and private school systems, home-school parents and the college.
3. Assist in development of short and long-range plans for retention of dual enrollment students.
4. Assist with organization of, and delivering presentations, to district high schools in tri-county service area.
5. Meet with potential new dual enrollment students, parents and high school counselor(s). Distribute dual enrollment information, and respond to questions.

ESSENTIAL JOB FUNCTIONS (Continued):

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 Dual Enrollment registration process for the college's tri-county service area.
9. Assist with preparation of semester and annual reports for the Dual Enrollment program.
10. Assist with providing follow-up reports each semester on dual enrollment students to each district.
11. Assist with other department responsibilities as assigned by 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

SUPERVISOR OF POSITION: Director of Enrollment Services/Registrar