

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: DUAL ENROLLMENT COORDINATOR

PAY GRADE: P-2

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To provide coordination in articulation, admissions, retention, and activities for Collegiate Academy and 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: Bachelor's degree required. Master's degree preferred.
2. Years of experience in the field: A minimum of two years of full-time experience in an educational environment is 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. Provide comprehensive support for all collegiate academy and dual enrollment activities, including articulation, admissions, and retention. Participate in recruitment activities as needed.
2. Assist in the annual development of articulation agreements and 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 the retention of collegiate academy and dual enrollment students.

ESSENTIAL JOB FUNCTIONS (Continued):

4. Organize and make presentations to district high schools in the tri-county service area. Meet with potential new collegiate academy and dual enrollment students, parents, and high school counselor(s), distribute dual enrollment information, and respond to questions.
5. Serve as the college's primary resource for collegiate academy and dual enrollment.
6. Provide new dual enrollment student admissions advising. 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 the collegiate academy and dual enrollment.
8. Review and update Dual Enrollment Handbook and calendars annually; update all forms, letters, and mailers as necessary.
9. Collaborate with the directors, deans, and provost, as well as school board personnel, in planning, scheduling, and establishing policies and guidelines appropriate for the collegiate academy and dual enrollment program.
10. Coordinate all aspects of the collegiate academy and dual enrollment registration process for the college's tri-county service area.
11. Develop semester and annual reports for the Dual Enrollment program.
12. Chair Dual Enrollment Exceptions Committee.
13. Provide follow-up reports each semester on dual enrollment students to each district.
14. Assist with other department responsibilities as assigned by the 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