

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: DUAL ENROLLMENT COORDINATOR

PAY GRADE: P-10

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To provide coordination in articulation, admissions, recruitment, retention and dual enrollment activities for Admissions and Student Recruitment.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." 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 field: Minimum of two 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 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 admissions and recruiting activities, including dual enrollment for the College.
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 recruitment and retention of new students including dual enrollment students.

ESSENTIAL JOB FUNCTIONS (Continued):

4. Organize and make presentations to district high schools in tri-county service area. Meet with potential new students and dual enrollment students, parents and high school counselor(s), distribute admissions and dual enrollment information, and respond to questions.
5. Serve as the college's primary resource for dual enrollment.
6. Provide new student admissions advising and insure 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. 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 Dual Enrollment program.
10. Coordinate all aspects of Dual Enrollment registration process for the college's tri-county service area.
11. Serve as a member on the Remediation Task Force.
12. Develop semester and annual reports for the Dual Enrollment program.
13. Chair Dual Enrollment Exceptions Committee.
14. Provide follow-up reports each semester on dual enrollment students to each district.
15. Assist with other department responsibilities as assigned by 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device
- Routinely requires Walking, Standing, Sitting, Kneeling, Stooping, Reaching up, Twisting and Bending.
- Driving

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without correction).
- Ability to communicate both orally and in writing.
- 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 – Admissions and Student Recruitment