

## College of the Redwoods

## Position Description

Position: Dual Enrollment Manager	Position Number:
Department: Instruction	FSLA: Exempt
Reports to: Vice President, Instruction	Salary Grade: 122

### **Summary**

Under the general direction of the Vice President of Instruction, the Dual Enrollment Program Coordinator oversees professional level work in the administration of the Dual Enrollment program; serves as a college liaison to high school administrators and students, coordinates student services for all dual enrollment students and performs related duties as required or assigned.

### **Essential Duties and Responsibilities**

- Oversees all functions of the Dual Enrollment Program;
- Plans and develops promotional and recruitment strategies for the program;
- Creates and provides information to students and others regarding the program;
- Assist dual enrollment students and high school faculty and staff in accessing internal and external resources to address their academic needs;
- Serves as a college liaison to high school faculty, staff, and students;
- Plans and participates in activities aimed at improving campus/community awareness of the Dual Enrollment program;
- Develops and delivers workshops (including application and registration workshops) to potential and current dual enrollment students and parents;
- Maintains knowledge of federal, state and correctional institution, legislation, rules, policies and procedures pertaining to dual enrollment programs to ensure compliance with all federal, and state regulations;
- Manages the faculty liaison process between college and high school faculty, including the tracking of course alignment, classroom observations, and required paperwork.
- Manages the dual enrollment program offerings with the college and high school Districts for inclusion in the College and Career Access Pathways (CCAP) agreements.
- Assists Division Deans in the scheduling of dual enrollment classes;
- Assists Division Deans in processing and tracking faculty minimum qualification approvals;
- Manages the ongoing creation of articulation agreements with K-12 partners and College of the Redwoods.

- Corresponds and collaborates with other dual enrollment programs to share data, experiences, challenges and successes including participating in regional and statewide conferences about dual enrollment;
- Assists students in completing forms and obtaining required documentation for enrollment, and other benefits;
- Maintains accurate records, files, databases, and prepares reports;
- Perform other duties as assigned to support the overall objective of the position.

## **Qualifications**

### **Knowledge and Skills**

Knowledge of:

- Principles of dual enrollment program administration
- Techniques for dealing with individuals from diverse academic, ethnic, socioeconomic and cultural backgrounds
- Different learning styles and the implications of these styles when attempting to convey information to students.
- Knowledge of higher education policies that govern dual enrollment programs in California.
- Program management principles and practices, including program planning, development, implementation and evaluation
- College & Career Access Pathways and the differences between dual enrollment and concurrent enrollment
- Computer applications related to the work
- Standard office practices and procedures, including recordkeeping, filing and the operation of standard office equipment
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### **Abilities**

Skill in and Ability to:

- Interpret, apply and explain complex laws, rules and regulations
- Plan, organize and provide programmatic oversight in the assigned areas
- Represent the College with community groups, organizations agencies providing services to dual enrolled students
- Prepare reports, correspondence and other written materials
- Organize work, setting priorities and meeting critical deadlines
- Exercise sound judgment within policy and procedural guidelines
- Maintain accurate records and files
- Establish and maintain effective working relationships with those contacted in the course of the work
- Communicate effectively both orally and in writing.
- Lead discussions and make presentations to large and small groups.
- Demonstrate initiative, creativity, team work, conflict resolution/decision making skills
- Organize, retrieve, manage and present large amounts of informational details about college programs and course work.

- Demonstrate sensitivity to the needs and concerns of a diverse college population.
- Work well under pressure; learn quickly
- Work ethically with confidential information.
- Utilize a variety of computer software, including college data systems and internet.

**Physical Abilities**

Requires sufficient ambulatory ability to get to off-campus locations. Requires hand-arm-eye coordination to operate a personal computer keyboard. Requires visual acuity to recognize words and numbers. Requires auditory ability to carry on conversations and to project voice to small groups.

**Education and Experience**

Bachelor's Degree plus 2 years work experience in a student support environment  
Experience working with dual enrolled students experience working in high schools preferred.

**Licenses and Certificates**

Requires a valid driver's license.