

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2022**

**ASSOCIATE DIRECTOR OF DUAL ENROLLMENT**

**FLSA STATUS: EXEMPT – PAY GRADE: 20 - P**

**JOB FAMILY: STUDENT SERVICES – JOB FUNCTION: STUDENT SERVICES**

**GENERAL STATEMENT OF JOB**

The Associate Director of Dual Enrollment provides leadership and is responsible for team supervision, evaluation, and planning; works directly with county, private, and homeschool stakeholders, academic and student services partners, and faculty.

The Associate Director of Dual Enrollment works in collaboration with college administrators, district public school systems, area private schools, students, and families in the continuous planning and implementation of the Dual Enrollment program. The Associate Director will have direct supervision over dual enrollment coordinators. Provides support to other areas including articulation agreement, faculty credentialing, and implementation of academic program initiatives pertaining to dual enrollment. In conjunction with departmental and division leadership and related academic services staff, provides innovative and effective leadership to the daily operations of dual enrollment recruitment, admissions, academic advising, and retention coaching and outreach.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Works with K-12 school administration and students interested in dual enrollment which includes but not limited to the following: Early Admission, Pre-Early College, Early College, And Collegiate Career High School. Maintains open lines of communications with schools and the community to recruit qualified students for the various dual enrollment programs.

Supervises Dual Enrollment Coordinators. Assists in the recruitment and selection of assigned staff. Provides training for new staff. Provides support to Academic Deans/Chairs with student issues and instructor communications.

Works with a college-wide Dual Enrollment team in the implementation of policy, including adherence to legislative mandates, district school practices and processes (e.g. application collection, textbook agreements, block scheduling requirements, graduation issues, etc.), internal college policy (transcript issues, grade appeals, application deadlines, curriculum requirements, assessment policy, the College information systems, etc.), and home school legislation and practices.

Continually identifies new and innovative means by which the college can enhance dual enrollment, programming, orientations, registration, and provide a seamless process for students to increase student success.

Works with Academic Deans, Chairs, and Program Managers to develop academic programs, technical certificates, and workforce programs for dual enrollment students.

Works cooperatively with the Program Manager in the planning and implementation of faculty/staff professional development workshops, conferences, seminars, and other in- service training activities related to dual enrollment.

Assists with planning, implementing and evaluating the overall requirements and effectiveness of the dual enrollment program and makes recommendations for improvement. Monitor SACS requirements pertaining to substantive change requests and 5/10-year reviews.

Supports the creation/development of articulation agreements pertaining to credit for prior learning and articulated credit.

Performs related duties as required.

### **SUPERVISION RECEIVED**

Supervision is received from the appropriate supervising administrator.

### **SUPERVISION EXERCISED**

Supervision may be exercised over assigned staff and/or student assistants.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university supplemented by three (3) years of related experience.

### **PREFERRED QUALIFICATIONS**

Master's degree from an accredited college or university supplemented by five (5) years of related higher education management experience in dual enrollment, academic affairs, student services, advising, enrollment services, and/or records area.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using

prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence**: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude**: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude**: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude**: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination**: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity**: Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination**: May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament**: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication**: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements**: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 8/1/22