

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2015**

CAMPUS DUAL ENROLLMENT COORDINATOR

JOB FAMILY: STUDENT SERVICES JOB FUNCTION: STUDENT SERVICES

FLSA STATUS: NON-EXEMPT – PAY GRADE: 16 - C

GENERAL STATEMENT OF JOB

The Campus Dual Enrollment Coordinator 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, Early Admissions, Limited Special Admission and related new education initiatives. This position must monitor and ensure statutory compliance in all program areas.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Work with students interested in dual enrollment which include, but is not limited to the following: Early Admission, Pre-Early College, Early College and Collegiate Career High School.

Facilitate the day-to day implementation of initiatives and strategies related to dual enrollment on the assigned campus/center.

Foster positive, professional and effective written and verbal communication with supervisor, college staff, faculty, school district personnel staff, students and parents.

Serve as a campus/center point of contact for students, parents, school personnel, high school instructors, college faculty and college staff on topics related to dual enrollment.

Respond in a professional manner to correspondence and other inquiries regarding program; maintain open lines of communication with regards to assigned programs.

Work 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 purchase, Bright Futures, 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.

Work cooperatively with the Program Manager in the planning and implementation of workshops, conferences, seminars and other in-service training activities related to dual enrollment.

Lead campus based efforts to create opportunities for positive student engagement.

Coordinate, collaborate and support campus specific activities designed to increase student success and retention.

CAMPUS DUAL ENROLLMENT ASSOCIATE Page - 2

Develop, maintain, and evaluate extracurricular and community service programs for dual enrollment students that reflect student achievement and growth.

Process registration paperwork for campus-based, online and high school-based dual enrollment courses and review all assessment scores and transcripts to determine student eligibility based upon statute and articulation agreements.

Monitor student records for credit hour limitations, poor performance, early admissions qualification and AA/AS graduation compliance.

Maintains open lines of communications with schools and the community to recruit qualified students for the various dual enrollment programs.

Develop campus-based tracking tools of academic performance for dual enrollment students.

Prepare a variety of campus-based statistical reports.

Provide direct support to high school instructors to include gathering credentialing documents, new faculty encoding and syllabi collection.

Participate in professional development as appropriate to the role.

Provide programmatic leadership through participation on committees, task forces and community agency advisory boards as appropriate for the growth and development of the campus dual enrollment program.

Conduct orientations and other dual enrollment presentations in high schools, middle schools, or in the greater community as needed.

In conjunction with other campus dual enrollment specialists plan, develop and implement uniform campus processes and structures that provide service and support to all dual enrollment students.

Coordinate the campus Dual Enrollment Student Club/Group and develop guidelines for expectations, recruitment and activities.

Perform related duties as required.

SUPERVISION RECEIVED

Supervision is received from the Dual Enrollment Program Manager.

SUPERVISION EXERCISED

None

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited institution supplemented by a minimum of three (3) years of related experience.

PREFERRED QUALIFICATIONS

Master's Degree in an educational field supplemented by experience in the following: Working with academically talented students, Student Success/Advising services for dual enrollment students to include: Enrollment services, student advising, student registration, course encoding, course registration and demonstrated evidence of being a self-starter and problem solver.

**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 the 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: 6/15