

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2025**

CAMPUS DUAL ENROLLMENT COORDINATOR

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

JOB FAMILY: STUDENT SERVICES JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

The Campus Dual Enrollment Coordinator serves as the liaison between the College and secondary education partners to plan, implement, and manage dual enrollment programs including Early College, Early Admissions, and related new education initiatives. The role ensures compliance with College policies and state requirements while supporting student success through advising, enrollment coordination, and stakeholder engagement. This position requires frequent travel and resolves problems to maintain program integrity and positive relationships with schools, students, and families.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Coordinates, plans, and administers the Dual Enrollment and Early College Academy programs, ensuring student eligibility aligns with all applicable state requirements and college policies.

Manages and processes college applications, registrations, and withdrawal forms for Dual Enrollment, Early Admission, and Limited Special Admission programs to ensure students get registered on time and comply with state laws.

Provides academic advisement and degree planning to dual enrollment students and their parents by meeting with them on campus, at high schools, or over the phone, to ensure they are taking appropriate courses of study.

Responds to all phone calls, emails, and personal requests regarding student concerns to address needs, and ensures superior customer service and problem resolution.

Ensures college-wide compliance with the Florida Department of Education regulations, state statutes, and the accrediting agency, for admission into dual enrollment programs and the awarding of credits.

Reviews and processes all assessment scores and transcripts to formally determine student eligibility for the Dual Enrollment programs based on state statute and articulation agreements

Facilitates and coordinates the Dual Enrollment articulation agreement between the College and district public school systems and area private schools.

Creates and delivers presentations to students, parents, high school staff, and the College community to educate stakeholders on the Dual Enrollment program and its processes.

Inputs and processes student test scores and transcripts into the college's record system, creates and maintains student files, and tracks program data for reporting purposes.

Participates in College and community committees/work groups to represent the Dual Enrollment program.

Creates a student-centric culture on campus/center that is positive and supportive.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

None

MINIMUM QUALIFICATIONS

Bachelor's degree from a regionally accredited institution and three (3) years of related experience.

PREFERRED QUALIFICATIONS

Master's Degree in an educational field from a regionally accredited institution and experience in the following: supporting academically talented students, providing Student Success/Advising services for dual enrollment students including enrollment services, academic advising, student registration, and course encoding and scheduling.

**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 computers, 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

Revised: 12/01/25