

### **Dual Enrollment Coordinator: Duties and Responsibilities**

The Dual Enrollment Coordinator is responsible to the Assistant Director of Student Success and Director of Student Success. **This is a security sensitive position and is subject to a criminal history record. (Texas Government Code 411.094 & Texas Education Code 51.215)**

#### Goals:

1. Advising and support service programming will assist high school students in the successful transition to and acceleration through postsecondary education.
2. All dual credit students will receive academic and college readiness advising with access to student support services to bridge them successfully into college course completion.

#### Specific duties include:

1. Connect service area high schools with Vernon College to create a college going culture and support dual credit/concurrent enrollment.
2. Provide academic, career, and holistic advising, registration in courses, and transfer guidance to prospective and enrolled students to enhance student completion and success
3. Conduct weekly onsite visits to service area high schools to meet with students, families, and school staff, providing hands-on advising and program support.
4. Maintain ongoing communication with prospective dual credit/concurrent enrollment students to help them navigate the admissions and enrollment processes.
5. Serve as the advisor of record for all dual credit/concurrent enrollment students and complete documentation such as advising requirement, advising notes, and registration notes.
6. Monitor student progress and provide timely support services to dual credit students by providing intense guidance to student's identified by faculty initiated early alert system, students who do not meet academic good standing per academic standards and other identified at-risk students.
7. Manage an assigned caseload of students and maintain a system for data collection, analysis, and distribution of dual credit/concurrent enrollment student's information such as grades, enrollments, FAST eligibility, and completion data.
8. Create and maintain an online and in-person dual credit/concurrent enrollment orientations for incoming high school students.
9. Facilitate dual credit/concurrent opportunities in conjunction with Vernon College Instructional Services.
10. Communicate scholarship opportunities for dual credit/concurrent enrollment students with the Vernon College Office of Institutional Advancement, Financial Aid, and service area high schools.
11. Coordinate with the Business Office to secure payment of tuition and fees by acting as a communication liaison with the high school dual credit coordinators.
12. Support the Admissions, Recruiting, Registrar Team with recruiting by assisting with college preview days, campus visits, and tours.
13. Assist with the collection and analysis of data pertaining to all dual credit/concurrent enrollment students.
14. Make recommendations to the Assistant Director of Student Success and Director of Student Success to assist with the processes and practices
15. Function as a team member of the Division of Student Services professional staff in the development and implementation of processes necessary to accomplish the goals and philosophy of the division and the College.

16. To assume other responsibilities on assignment by the Assistant Director of Student Success, Director of Student Success, Vice President of Student Services, and the President.

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