

Dual Enrollment Coordinator

Description of Duties: Is responsible to the Assistant Director of Student Success and Director of Student Success. Provides coordination of all dual credit/concurrent enrollment to service area high schools and Vernon College through onboarding, academic advising, and ongoing communication. Implement and maintain processes and procedures to enhance recruitment, retention, academic progression, completion of a certificate or associated degree, transfer, student engagement, and effective advisement. Assist with the collection and analysis of data pertaining to high impact guidance and intrusive advising activities and programming. Function as a team member of the Division of Student Services professional staff in the development and implementation of processes and procedures necessary to accomplish the goals and philosophy of the division and the College. Work collaboratively with faculty and staff, inside and outside of Student Success. Perform other duties as assigned in support of the institution's mission.

Travel Required: Consistent travel to area service high schools

Experience and Training: Strong communication, interpersonal and organizational skills, both oral and written. Good customer service skills. Must be detail oriented.

Education: Bachelor's degree required

Knowledge, Skills, and Abilities: Demonstrated ability to work effectively both independently and as part of a team. Ability to establish/maintain appropriate and effective communication and interpersonal relations throughout the campus, college, and local community. Maintain a positive, professional and businesslike manner to students and other personnel, at all times. Knowledge of and experience with computer systems, programs and applications.

Preferred Qualifications: 1-3 year's experience in advising or related field. Prior experience working in a high school or college student services/success environment is preferred.

Salary or salary range: This is a full time 12 month position with full time benefits. The salary is based on 315 points on the Administrative Salary schedule. The salary range is \$38,774 to \$41,770 based on experience. Applications will be accepted until September 21st. This position is available on October 1st.

This is a security-sensitive position and is subject to a criminal history record. Criminal history records will be used only for the purpose of evaluating applicants for employment in security-sensitive positions. (Texas Government Code 411.094 & Texas Education Code 51.215)