

**DAWSON COMMUNITY COLLEGE
POSITION DESCRIPTION**

TITLE: Dual Enrollment Coordinator

DATE: June 2024

SUPERVISION RECEIVED: Director of Enrollment

POSITION NUMBER: S99928

DEPARTMENT: Admissions/Student Success

FLSA STATUS: Exempt, Full-Time, 12 months

SALARY RANGE: \$33,280

**** WAGES COMMENSURATE WITH EDUCATION & EXPERIENCE ****

JOB SUMMARY: The primary purpose of this position is to increase postsecondary access and success by developing a comprehensive program that affords high school students the opportunity to earn college credit while still in high school. The Coordinator will be responsible for all aspects of the program: Planning; recruiting; coordinating the enrollment process; ensuring the academic integrity of the courses; funding; overseeing end-of-semester completion activities; and continued promotion and awareness of the program to high school students, their parents, counselors and teachers. Continued promotion includes: Marketing, school and public information sessions, student briefings and career fairs (occasional night and weekends), as well as on-campus events in support of Enrollment Management

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:

Employees at Dawson Community College are required to demonstrate kindness, respect, integrity, and professionalism for others. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the College. Employees at DCC hold themselves and each other to a higher threshold of respect and practice respect for the people with whom we work and serve. Respect creates an atmosphere conducive to diversity, equity, inclusivity, and learning.

Professionalism at Dawson Community College includes being mindful of our actions when working with students, colleagues, co-workers, and our community members. Respect for those with whom we share the common purpose of serving students is a paramount value. Professionalism and respect for others are an expected part of all Dawson Community College job performance evaluations.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

DUTIES AND RESPONSIBILITIES:

- Plan and execute special projects and events in alignment with the goals and objectives of the college.
- Serve as campus point of contact for students, parents, school personnel, high school instructors, college faculty and college staff on topics related to dual enrollment and other K-12 programs.
- Develop a yearly dual enrollment calendar and establish and implement a timeline and processes for all tasks related to recruitment, enrollment, retention, and reporting – including dual enrollment application, testing, registration, and enrollment roster due dates.
- Develop and maintain tracking tools of academic performance and success for dual enrollment students.
- Generate innovative approaches to increase awareness about Dawson Community College to prospective student audiences and to increase enrollment and college completion. This should include developing communication materials (brochures, websites, handouts, etc.).
- Develop and implement an orientation program, handbook, and other resources for high school students, counselors, administrators, and parents.
- Research best practices and network with coordinators both locally and nationally.

- Provide programmatic leadership through participation on committees, task forces and advisory boards as appropriate for the growth and development of K-12 programs.
- Identify, initiate, develop, and sustain partnerships between K-12 school administrators, counselors, teachers, and other members of the educational community, and employers that expand work-based learning opportunities for students.
- Work closely with K-12 schools to assist students in choosing a career that will lead to high-skill, high-wage, and high demand occupations.
- Provide clear, consistent and accurate information regarding college programs, resources, and career options.
- Coordinate communications between the student services department, business office, academic programs, faculty and public/private/home school staff and students in the service area.
- Manage ongoing strategic communications with prospective students, parents and guests, high school and independent counselors, as well as college constituents, via email, letters, telephone, scheduled appointments, tours, and other media.
- Serve as the Montana Career Pathways (MCP) Coordinator and manager of grant, including representing Dawson Community College in local, state, regional, and national events.
- Expand the availability of career pathways for rural students across Eastern Montana.
- Facilitate collaborative partnerships amongst area high school teachers, counselors, school officials, administrations and DCC faculty and staff to develop programs of study and deliver coursework to high school schools seeking careers in technical fields.
- Create and implement professional development trainings to educate area high school counselors, teachers, schools officials and administrators about MCP Pathways.
- Assist in coordinating with community college faculty and administrators the processes for credentialing dual enrollment teachers and for course approval.
- Coordinate college placement testing in area high schools for prospective dual enrollment students. Work with Financial Aid and Business Services offices to ensure accurate reporting relating to student records, grade and attendance rosters, admissions and enrollment records.
- Meet with high school students on a regular basis by coordinating with the registrar and high schools to schedule dual enrollment classes and to register students, during each semester prior to registration deadlines.
- Maintain fall and spring semester spreadsheets of dual enrollment students and their classes.
- Collect, code, disseminate class rosters for registration of dual enrollment students each semester, and initiate drop/add/withdrawal procedures for students.
- Perform additional duties as assigned.

EDUCATION AND EXPERIENCE:

Applicants must demonstrate that they meet the minimum requirements, as stated below.

- Associates Degree from an accredited institution
- Effectively analyze data and inquiries, think critically, and make appropriate decisions
- Communicate effectively in written and spoken English with excellent public speaking and presentation skills
- Schedule and monitor development projects
- Detailed and results-oriented
- Must be willing to work a flexible schedule, including evening and weekend hours.
- Ability to work with diverse populations
- Valid Montana Driver's license.

PREFERRED QUALIFICATIONS:

- Experience in an institution of higher learning.
- Minimum two (2) years' full-time experience in an educational environment.

- Skills in data research.

OTHER REQUIREMENTS:

- Consistent mental alertness
- Personal qualities: Professional appearance, grooming and personality that establish a desirable example for students.
- Sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 30 pounds, occasionally 30+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders, and horizontally; dexterity of both hands and fingers while performing duties.
- Seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.
- Minimum two (2) years’ full-time experience in an educational environment.

Qualified protected class individuals are encouraged to apply. Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work.

This institution is an equal opportunity provider.

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

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Nondiscrimination Policy: Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services. Employees who engage in such unlawful discrimination will be subject to disciplinary action up to and including discharge.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans’ Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning any of these matters for employees should be brought to the attention of:

Josh Engle, Title IX Coordinator. Telephone: (406) 377-9491. Email: jengle@dawson.edu. Mailing Address: 300 College Drive, Glendive, MT 59330.

Virginia Boysun, Registrar, Veteran’s Coordinator. Telephone: (406) 377-9404. Email: vboysun@dawson.edu. Mailing address: 300 College Drive, Glendive, MT 59330.

Dean of Academics, ADA Coordinator. Telephone: (406) 377-9434. Mailing address: 300 College Drive, Glendive, MT 59330.

DCC’s Annual Security Report and Fire Safety Report provides info about reporting crime, crime statistics, crime prevention, alcohol and drug policies, fire statistics, etc., is available at <https://www.dawson.edu/about/campus-security.html/title/annual>

REVIEWED BY (SUPERVISOR SIGNATURE) _____ DATE: _____

REVIEWED BY (EMPLOYEE SIGNATURE): _____ DATE: _____