



JOB DESCRIPTION

JOB TITLE: Early College and Dual Enrollment Coordinator

REPORTS TO: Director of Admissions, Advising and Student Success

STATUS: Full-time, exempt

LENGTH OF EMPLOYMENT: 12-month continuing position

JOB OVERVIEW:

The Early College and Dual Enrollment Coordinator will coordinate Early College and dual enrollment activities for the campus. This position supports campus outreach through Early College and dual enrollment partnership opportunities. This position will work under the direction of the Vice President for Academic Affairs for Early College and dual enrollment courses.

DUTIES AND RESPONSIBILITIES:

- Coordinate Early College activities and dual enrollment initiatives with community partners
- Work with partners to maintain current programs and expand programs as needed
- Develop academic course schedules for Early College and dual enrollment offerings with partners
- Work with Academic Affairs, division chairs, faculty, enrollment, and high school partners on academic needs for the program, including recommendations for scheduling and course offerings
- Ensure accreditation and federal compliance with the Higher Learning Commission and Oklahoma State Regents for Higher Education for credit hour offerings
- Advise cohorts on related information and coordinate with advising services on student issues as needed
- Work with high school partners on Early College bridge programs and academies for students
- Attend Early College and dual enrollment partnership meetings and organize meetings and events
- Complete appropriate documentation and paperwork for Early College and dual enrollment
- Facilitate communication among departments
- Research strategies and procedures for best practices for Early College and dual enrollment programs
- Ensure quality services to stakeholders and represent the college at partner events as assigned
- Provide reports for accreditation and state compliance

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent interpersonal, verbal, and written communication skills
- Demonstrated willingness and ability to act ethically and socially responsible
- Must be able to work at the location that best serves the institutional needs of Connors State College
- Some travel required to serve institutional needs
- Some irregular work hours required to serve institutional needs

EDUCATION/ EXPERIENCE REQUIRED:

- Associate degree required; bachelor's degree preferred
- Previous work experience in higher education

SPECIAL REQUIREMENTS:

- Must be able to pull, bend, stoop, and lift 40 pounds

Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.

SIGNED: _____ **DATE:** _____