

Job Description

Position Title: Dual Enrollment Assistant Director

Job Family: Academic Affairs

Job Level: Manager

FLSA Status: Exempt

Salary Grade: 08

Position Summary:

The Dual Enrollment Assistant Director is responsible for leading the College's external dual enrollment operations at the College's additional locations. Ensures delivery of dual enrollment services to college and high school students, charter, private schools, and district campus communities. Performs the operational aspects of dual enrollment including course scheduling, student enrollment and onboarding, supervision of programs managers of each site. Coordinates personnel, strategic planning, professional development opportunities and dual enrollment services between the sites

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Oversees the external functions of dual enrollment at our additional locations and teaching sites, including but not limited to course requests, course scheduling, student enrollment, and student onboarding.
2. Supervises front-line dual enrollment operations and develop strategies to manage multiple projects, services, and workflows, ensuring quality and compliance within existing policy and procedure.
3. Advances the initiatives and vision of the Office of Dual Enrollment and High School Programs at our additional locations and teaching sites through supervision and oversight of program managers, including hiring, training, supervising, and evaluating performance.
4. Provides dual enrollment information, guidance, and oversight of program managers regarding dual enrollment programs at our additional locations and teaching sites.
5. Co-plans with the Director of Dual Enrollment and High School Programs to operationalize the college's vision and strategic plans for dual enrollment.
6. Oversees and develops dual enrollment processes and information systems for our additional locations and teaching sites.
7. Leads the development, implementation, and oversight of policies, procedures, and processes related to dual enrollment at our additional locations and teaching sites.
8. Develops and delivers comprehensive analysis and reporting to stakeholders, including the Vice Provost of Academic Operations and other administrators.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge and application of interviewing and investigative methods and procedures
2. Knowledge of administrative procedures and practices
3. Knowledge of advising and counseling practices
4. Knowledge of internal and external customer service principles and practices
5. Knowledge of principles and methods for promoting programs and services
6. Knowledge of project management principles
7. Skill in people leadership and supervision
8. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
9. Ability to apply effective written and verbal communication skills

Supervision:

- Supervises work of other supervisors/managers, including planning, assigning, scheduling, and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training, and developing, reviewing performance, and administering corrective action for staff. Plans organizational structure and job content.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.
- Institutional Leadership: Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in related field of study required.
- Master's degree in related field of study preferred.
- Three (3) to five (5) years of related experience in Leadership K-12, Higher Education, or a closely related field required.
- Five plus (5+) years of related experience preferred.
- One (1) to Three (3) years of supervisory experience required.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Some evening or weekend work hours
- Pre-employment Back Check Required