POSITION: Dual Enrollment Coordinator

SUPERVISION RECEIVED: Director Admissions

STATEMENT OF DUTIES AND RESPONSIBILITIES:
Coordinate the Dual Enrollment Program by working closely with Academic and Student Affairs, as well as local high schools in our service area, to provide 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; 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. Specific responsibilities include coordination of a Dual Enrollment workshop in the summer; collection, processing and verification of student applications; funding assessments and reporting; grade reporting; instructor credential review; and advising dual enrolled students. The Dual Enrollment Coordinator will also serve as the College’s Recruiter, meeting with potential students both on and off campus.

QUALIFICATIONS: Bachelor’s degree required; master’s degree preferred. Previous experience as an instructor or administrator in either secondary or post-secondary education required; employment experience in both high school and higher education preferred. Ability to use information technology effectively; strong interpersonal skills; ability to work effectively with a diverse faculty, staff, and student body. Must be able to travel to high schools offering Nunez Dual Enrollment courses.

POSITION STATUS: Twelve-month full-time position with benefits.

COMPENSATION: $40,000-$45,000, commensurate with qualifications and experience

STARTING DATE: June 2012

Screening will begin with applications received by May 28th and will continue until the position is filled. Please send a letter of intent, resume, and the names, addresses and telephone numbers of three references to Dr. Carol McLeod, Director of Human Resources, at the address listed above or by email to emcleod@nunez.edu. Candidates selected for interviews will be asked to provide official transcripts. Please visit our web site at www.nunez.edu for more information about the College.

NUNEZ COMMUNITY COLLEGE IS COMMITTED TO A POLICY OF NONDISCRIMINATION AND AFFIRMATIVE ACTION IN ITS EDUCATION PROGRAMS, ACTIVITIES AND EMPLOYMENT PRACTICES.

POSTING DATE: May 18, 2012