

## COMPTON COMMUNITY COLLEGE DISTRICT



### **DUAL ENROLLMENT SPECIALIST**

NON-EXEMPT

#### **DEFINITION**

Under general supervision of the Director of Enrollment Services and working closely with the Outreach and College Promise Coordinator, the Dual Enrollment Specialist is responsible for management of the implementation of dual enrollment partnerships and programs. The Dual Enrollment Specialist works directly with high school faculty, staff, and administrators, and Compton College faculty, classified professionals, and administrators to assure that the dual enrollment program achieves its mission.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from the assigned Administrator.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job*

- Work in collaboration with high school faculty, staff, and administrators, and Compton College faculty, classified professionals, and administrators, to strengthen dual enrollment partnerships, ensure its quality, and increase the number of students enrolled in Compton College courses and programs.
- Consult with high school partners and Compton College faculty, classified professionals, and administrators, to ensure that course offerings are in alignment with program goals and objectives, and work to coordinate the scheduling and delivery of such courses.
- Develop yearly calendars to help establish and implement timelines and processes for all tasks related to dual enrollment recruitment, enrollment, retention, and reporting – including CCCApply application and registration.
- Prepare and send communications to dual enrollment instructors and other stakeholders each semester, outlining procedures, calendar of dates and deadlines, and procedures for checking course rosters and for entering grades.
- Maintain fall, winter, spring, and summer semester records of instructors and their rosters.
- Work with interested parties to ensure that dual enrollment students are registered in the appropriate classes.

- Review local high school programs of study to ensure accuracy in presentation of Compton College programs, courses, and pathways.
- Assist in the coordination of Compton College steps to enrollment for students and parents in partner schools or at Compton College.
- Assist the Office of Admissions and Records and Academic Affairs in securing outstanding grades, incompletes, or missing grades for specific students from dual enrollment faculty.
- Assist with the development of appropriate strategies for College and Career Access Pathways (CCAP) and other dual enrollment partnerships, and research best practices and network with dual enrollment coordinators/specialists at other California Community Colleges.
- Coordinate yearly information sessions and actively participate in high school partner and Compton College events and other activities at which dual enrollment programs can be promoted.
- Create, maintain, and improve dual enrollment webpages, brochure, and other marketing and recruitment materials. Provide clear and consistent communications, letters, brochures, and other marketing materials to promote dual enrollment programs.
- Assist with the development and implement an orientation program, handbook, and other resources for high school and faculty teaching dual enrollment courses.
- Establish and maintain a database of dual enrollment participants who enroll in college after high school graduation for the purpose of reporting on enrollment, retention, and completion.
- In collaboration with the Office of Institutional Effectiveness, generate reports which indicate headcount and Full-Time Equivalent Students (FTES) produced each semester, estimates of costs to Compton College, and comparisons of enrollments and outcomes in various courses at various partner high schools.
- Provide support to dual enrolled students and will work closely with the Distance Education faculty to ensure that dual enrolled students are receiving adequate support, information, and training to ensure academic success.
- In collaboration with Institutional Effectiveness, gather and analyze data to determine the effectiveness of dual enrollment strategies and adjust as needed to enhance student retention and progress.
- Responsible for ensuring compliance with all state and college policies pertaining to dual enrollment and for adherence to applicable regional and national accreditation standards of excellence.
- Other duties in support as assigned.

### **QUALIFICATIONS**

- Bachelor's degree in education, psychology, human services or a related field and/or equivalent combination of education and training that provides the requisite knowledge, skills, and abilities.
- Demonstrated leadership and management ability.
- Knowledge of student information systems, with ability to record and access information.

- Ability to effectively communicate orally and in writing with a diverse public.
- Knowledge of effective customer service techniques and relationship-building skills.
- Knowledge and understanding of the Compton College mission, particularly as it relates to enrollment and student support services.
- Ability to meet deadlines and complete work requirements with effective problem-solving techniques.
- Knowledge of basic computer applications (Microsoft Office Word, Excel, PowerPoint).
- Ability to use a variety of software programs including configuring and interpreting data and spreadsheets.
- Demonstrated ability to work effectively both independently and as a member of a team.
- Demonstrated ability to interpret and explain complex rules and regulations and/or respond to routine inquiries regarding CCAP, such as admissions and registration.
- Considerable knowledge of regulations and laws related to retention and release of confidential data.
- Ability to multi-task, and work in a high-paced environment.

**Ability to:**

- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Plan, develop and conduct informational workshops.
- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Train and provide work direction to others.
- Analyze situations accurately and adopt an effective course of action.
- Work confidentially with discretion.
- Maintain records and prepare records.
- Lift 25 pounds Work nights and weekends.

**EDUCATION AND EXPERIENCE**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Bachelor degree in Social Sciences OR Human Service AND three years of increasingly responsible experience in a student services or related field.
- Licenses and Certifications: Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

## **ENVIRONMENTAL ELEMENTS**

Typical office setting

Extensive computer work

Long periods of standing and sitting

Adjustable work schedule to include nights and weekends Lifting boxes and storage up to 25 pounds

## **WORKING CONDITIONS**

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.