

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Associate Director of Dual Enrollment	FLSA status:	Exempt
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DEPARTMENT:	Student Services	REPORTS TO:	Director of Dual Enrollment
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Position summary: Responsible for assisting the Director of Dual Enrollment in duties associated with dual enrollment for Panola College. This position reports directly to the Director of Dual Enrollment, helping to complete the enrollment process by navigating dual credit students through all aspects of application, enrollment, registration and completion with enthusiasm, exceptional communication, engagement, outreach, and attention to detail.

Position responsibilities:

Under the direction of the Director of Dual Enrollment this position will:

- Work closely with the Director to ensure seamless communication and to support Panola College and the Director's goals for the Dual Enrollment program.
- Work with academic affairs and student services areas to provide support for the enrollment, registration, certification, and records process.
- Coordinate the Panola College Dual Enrollment Program linking high school students to community college course work in accordance with the Texas Administrative Code.
- Assist with new student orientation, advising, and registration sessions.
- Assist with advising for completion and transfer.
- Assist with IDs for dual enrollment students.
- Monitor student bills and ensure there are no voids.
- Monitor students in Dropout Detective and notify students of what resources are available for academic assistance.
- Make sure students' chosen Pathway is followed and students continue to progress towards a degree or certificate
- Assist with budgetary needs and for the Dual Enrollment program.
- Conduct annual reviews and updates of the Dual Enrollment program.
- Assist Director in maintaining relationships with ISD partners.
- Assist with monitoring ISD course needs each semester.
- Assist with tracking all ISD campus offerings as required by Southern Association of Colleges and Schools Commission on Colleges and Schools (SACSCOC).
- Assist in the writing, distribution, and collection of the Dual Enrollment Memorandum of Understanding (MOU).
- Serve on various Panola College committees as assigned.
- Assist in the completion of annual Institutional Effectiveness plans based on the campus goals and objectives, including projecting outcomes and budget needs.
- Support the Director in preparing required reports.
- Complete all required training and professional development.
- Assist in the development and implementation of paperwork and forms required for the Dual Enrollment program.
- Provide innovation and vision for the College.
- Travel as needed in order to meet the needs of the College.
- Support the philosophy and mission of the College.
- Assist in recruitment and promotion of Panola College.
- Assist with Dual Enrollment events.
- Attend daytime and nighttime promotional/recruiting events as approved.
- Attend training as deemed appropriate by supervisor.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Master's degree required from a regionally accredited college or university. Three years' experience in higher education or equivalent high school experience in counseling.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Understanding of the open-door admissions policy and philosophy of a comprehensive community college.
- Knowledge of distance education and hybrid learning environments.
- Ability to listen actively and understanding of a diverse population of students, faculty members, staff, and community members.
- Ability to work on multiple projects simultaneously, set priorities and meet deadlines.
- Knowledge of state regulations for Dual Credit, Dual Enrollment and Early High School; Americans with Disabilities Act (ADA) compliance standards, and the Federal Education Right to Privacy Act (FERPA).
- Knowledge of formulation of transfer and articulation agreements, MOU's within high school and college environments.
- Demonstrate knowledge of accounting functions within the institution.
- A strong public service orientation to work well with faculty, staff, students, and the community.
- Ability to organize, prioritize, and schedule work assignments.
- Ability to foster a cooperative work environment.
- Strong computer skills.
- Skill in budget preparation.
- Ability to work with a diverse team in a fast-paced environment.
- Ability to stay abreast of current and developing trends (video, voice, data, and computing technologies).
- Enthusiasm and the ability to thrive in an atmosphere of constant change.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.
- Travel required.