

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Dual Enrollment Coordinator	<b>FLSA status:</b>	Non-Exempt
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<b>DEPARTMENT:</b>	Student Services	<b>REPORTS TO:</b>	Director of Dual Enrollment
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**Position summary:** Work directly with the Director of Dual Enrollment to complete enrollment requirements and obtain needed information in order to register successfully. Navigate the roster of dual credit students through all aspects of application, enrollment, registration and completion with enthusiasm, exceptional communication, engagement, outreach, and attention to detail.

**Position responsibilities:**

- Provide timely responses to emails and phone calls while maintaining a demeanor of service and professionalism.
- Assist with new student orientation, advising, and registration sessions.
- Print, evaluate and verify student Early Admission forms
- Assist in registration of students
- Assist in schedule changes
- Monitor student bills and ensure there are no voids.
- Monitor students in Dropout Detective and notify ISDs of what resources are available for academic assistance.
- Assist in tracking student enrollment/completion.
- Make sure students' chosen Pathway is followed and students continue to progress towards a degree or certificate.
- Assist with the creation and oversee the maintenance of dual credit resources
- Assist in tracking specified milestones for Dual Credit students
- Set priorities, meet project deadlines and multi-task with minimal supervision.
- Maintain confidentiality of work-related information and materials.
- Assist in recruitment and promotion of Panola College.
- Assist/Attend daytime and nighttime promotional/recruiting events as approved.
- Attend training as deemed appropriate by supervisor.
- Help students develop skills, behaviors and habits that contribute to success in college.
- Support the philosophy and mission of the College.
- Perform all other duties as assigned.

**Minimum Position Requirements:**

- Associate's Degree required, Bachelor Degree preferred.
- 5 years of educational experience.

**Knowledge, Skills, and Abilities Required:**

- Strong interpersonal, written and oral communication skills
- A strong public service orientation to work well with faculty, staff, and students
- Ability organize, prioritize, and manage work assignments
- Ability to foster a cooperative work environment
- Customer service oriented
- Strong computer skills
- Budgetary skills
- Ability to work with a diverse team in a fast-paced environment
- 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.
- Limited physical effort required; however, the employee must occasionally lift and/or move up to 50 pounds.
- No or very limited exposure to physical risk.