

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Dual Enrollment Specialist	<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:** Under direct supervision, assists the Student Success Center in day-to-day operations.

**Position responsibilities:**

- Maintain all documentation necessary for successful audit of student records.
- Acknowledge receipt of applications for admission, transcripts, and test scores.
- Responsible for admissions data entry.
- Determine that an official basis for admission is on file, (High School transcript, GED scores, college transcript, special approval, and test scores). Notify students that have not furnished required documentation.
- Participate in all regular registration and off campus registration by verifying student information and admission status, entering new students into the registration system and entering courses as needed.
- Assist in schedule changes.
- Update and edit student information as needed.
- Maintain “hold” file for students who are not clear with the Business Office, Library, or College Store, etc.
- Prepare, verify and update permanent student transcripts. Issue transcripts on daily basis as requested.
- Keep accurate record of TSI status and update records as changes occur.
- Assist in graduation ceremony as needed.
- Maintain complete and accurate information on all students in compliance with mandatory legal and/or local policy.
- Maintain system to safeguard all student records.
- Scan student files into Docubase imaging system.
- Mark each student statement and scan/send to appropriate person.
- Chart registration needs for Dual Credit students (TSI, Bacterial Meningitis, Applications, etc.).
- Chart FAST students as determined by Early Admission form.
- Chart 8<sup>th</sup> Grade students for follow-up and tracking purposes.
- Email log in access for Student Email, Campus Connect and Canvas.
- Travel to High Schools periodically to help with Apply Texas for new Dual Credit students.
- Answer questions concerning student eligibility.
- Assist in printing degree audits for Dual Credit students.
- Process applications for Early Admission/Dual Credit students.
- Verify all Dual Credit students have an Early Admissions Permission Form on file.
- Check for Dual Credit coding and school codes in POISE.
- Modify course records to reflect dual credit enrollment each semester.
- Process drop forms for Dual Credit students prior to official reporting day.
- Process and send official transcripts for each dual credit student back to their high school at the end of each semester.
- Add Dual Credit holds to all first-time students in POISE each semester.
- Monitor students in Dropout Detective and notify ISDs.
- Assist with events.
- Performs miscellaneous job-related duties as assigned

**Minimum Position Requirements:**

- Preferred 3 to 5 years experience directly related to the duties and responsibilities specified.
- Associate Degree

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

- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.
- Knowledge of computerized information systems.

**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.