



DATE ISSUED: 05/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Coordinator of Dual Enrollment and P-16 Programs

JOB SUMMARY

The Coordinator of Dual Enrollment and P-16 Programs serves as the primary coordinator for the High School Advantage dual credit program and on-campus P-16 initiatives. The coordinator works toward improving the dual credit student experience by establishing policies and procedures and relaying services related to dual credit student registration, academic advising, and student engagement through the use of current research, best practices, and assessment data. The coordinator will serve as an academic liaison across campus and community partners for the Office of Undergraduate Studies and Academic Partnerships, focusing primarily on P-16 initiatives. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director Undergraduate Academic Programs

Supervises: May supervise Student Assistants

ESSENTIAL DUTIES - *May include, but not limited to the following:*

- Coordinates activities and programs related to the dual credit program, including student orientation, registration procedures, academic advising, instructor training and development, establishing course schedules in collaboration with academic departments, assessment, and data reporting.
- Coordinates on-campus activities and programs related to partnerships established with P-16 organizations, including, on-campus visits, academic lectures, and professional development with P-16 partners.
- Advises students with academic concerns and makes appropriate referrals across campus.
- Serves on various representative institutional committees representing Academic Affairs.

ADDITIONAL DUTIES

- Assists with grant preparation.
- Performs other duties as requested.

EDUCATION

Bachelor's degree required. Master's preferred.

EXPERIENCE

Two years professional experience in an education environment, preferably in higher education with diverse populations of students. Knowledge of dual credit programs and student development theory preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of student development theory, dual credit legislation and practices, and high impact practices.
- Knowledge of Texas core curriculum, assessment, and strategic plan.
- Ability to work with other employees and university stakeholders.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and university in a friendly, courteous, and professional manner.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgement based on an understanding of organizational policies and activities.
- Ability to maintain good working relationships with staff, students and faculty.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to use a personal computer and other office equipment, including university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex,

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sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.