



## **JOB DESCRIPTION**

### **Human Resources Department**

<b>JOB TITLE:</b> Director of Dual Credit and University Transfer	<b>FLSA:</b> Exempt <b>GRADE:</b> CA – 10 <b>NBAPOSN:</b> AVP001
<b>LOCATION:</b> Wharton Campus	<b>EFFECTIVE DATE:</b> November 2023 <b>REVISION DATE:</b> October 24, 2023
<b>REPORTS TO:</b> Vice President of Instruction	

#### **PURPOSE AND SCOPE:**

The main purpose of this position is to promote strategic enrollment through the recruitment, enrollment, and support of dual credit students. This position develops and provides strategic oversight of partnerships with service area high schools. This position works in collaboration with ISD superintendents, principals, counselors, university articulation officers and WCJC deans, division chairs, and department heads to meet transfer and dual credit needs, including Career and Technical workforce needs with ISDs.

#### **ESSENTIAL JOB FUNCTIONS:**

1. This position serves as the primary liaison with service area school districts and WCJC for negotiation of dual credit articulation agreements, dual credit offerings, and other collaborative opportunities in order to maintain an exceptional Dual/Concurrent Program.
2. This position ensures the College complies with all state, federal, and higher learning commission policies and requirements pertaining to dual enrollment and collaborates with other state and national institutions to explore and follow best practices for dual enrollment.
3. This position develops strategies for recruitment, retention, and marketing to high schools within the service area, including traditional public schools, early college programs, private schools, charter schools, and homeschool groups.
4. This position collaborates with service area school district staff and the College's academic leaders to coordinate the scheduling of dual credit courses, monitors enrollment in dual credit classes, and facilitates registration for dual credit students.
5. This position communicates with school district personnel to provide relevant information regarding policies and procedures relating to dual credit.
6. This position provides academic advising to students at their high schools and develops educational plans with students that may combine both high school and college



coursework to ensure the attainment of a post-secondary credential or external certification.

7. This position identifies and resolves operational problems, administrative issues, and other workflow matters raised by faculty, high school administrators, and/or students in the program, maintains effective communication, and ensures timely reciprocal exchange of information with key stakeholders.
8. This position maintains, updates, and ensures the relevancy of dual credit information to include electronic and print materials.
9. This position uses data to establish metrics that evaluate the effectiveness of the dual credit programs and to make decisions regarding implementation and assessment of new strategies
10. This position serves as a member of multiple College councils and committees.
11. This position prepares, recommends, and oversees the budget for the areas of responsibility.
12. This position completes other duties as assigned.

#### **KNOWLEDGE, SKILLS, EXPERIENCE:**

This position requires a Bachelor's Degree from a regionally accredited institution and five (5) years' work experience at an institution of higher education, to include two (2) years' experience with student services, higher education data collection, and report preparation. This position requires a strong ability to communicate professionally and effectively, in written and graphic form. This position requires in-depth knowledge of windows-based PC-applications for word processing, spreadsheets, graphics, and database. Experience with Banner and knowledge of the functional process of the academic organization of the College is required. A criminal background check is also required.

#### **SUPERVISION OF OTHERS:**

This position supervises staff responsible for coordination of paperwork, applications, records, and registration related to dual credit.

#### **SUPERVISION AND DIRECTION RECEIVED:**

The Director of Dual Credit is responsible and accountable to the VPI for fulfilling the objectives, standards, and duties listed in this document. Guidance for the performance of duties outlined in this job description comes from the policies and procedures of the College and any other applicable federal, state, and local statutes, ordinances, codes, rules, regulations or directives.

#### **EQUIPMENT USED:**

This position uses a personal computer workstation running in a Microsoft Windows environment, calculator, phone, and other general office equipment.

**CONTACTS:**

External contacts of this position include students, parents, the community, and local and state agencies, including the THECB and SACSCOC.

Internal contacts of this position include administrators, faculty, and staff.

**COMPLEXITY/EFFORT:**

This position requires the ability to read and interpret policies, procedures and instructions, the ability to maintain accurate records where applicable and appropriate, and the ability to hear and understand applicant and employee inquiries and oral instructions from supervisor and emergency announcements. This position requires sufficient manual dexterity to prepare letters, reports, and graphics and assimilate data on a computer and may require travel to all college instructional locations to provide needed support of instructional programs.

**WORKING CONDITIONS:**

Work of this position is performed primarily in a climate-controlled open office environment with computers with minimal exposure to safety hazards. Frequent travel and use of a personal vehicle is required. Job duties require little physical effort with light lifting required for filing and shredding. Exposure to natural atmospheric conditions such as dirt and dust, etc. is required.

**LAST MODIFIED:** October 24, 2023

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Employee's Signature

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Date

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Supervisor's Signature

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Date

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Initials