

# Winthrop University

## NOTICE OF JOB VACANCY

June 11, 2024

<b>Position</b>	Dual Enrollment Coordinator-Temporary Position	
<b>Department</b>	Admissions	
<b>Band/Level</b>	N/A	<b>Vacancy No.:</b> 2024523T
<b>Starting Salary</b>	\$18 to \$20 per hour; actual salary depends on qualifications	
<b>Minimum Training and Experience</b>		
<ul style="list-style-type: none"><li>• Bachelor's degree in education, counseling, higher education administration or related field or one year of experience as an instructor or administrator in secondary/post-secondary education required. Equivalent combination of education and experience may be considered.</li><li>• Master's degree preferred.</li><li>• Experience working in a dual enrollment program or similar educational setting preferred.</li></ul>		
<b>Knowledge, Skills and Abilities</b>		
Strong understanding of academic advising principles, college admission processes and curriculum development. Excellent interpersonal and customer service skills. Effective and engaging public presentation skills incorporating current technologies. Ability to build rapport with diverse stakeholders. Must be detail-orientated; possess exceptional organizational and time management abilities; and be able to perform job duties with a high degree of autonomy.		
<b>Major Duties</b>		
Reporting to the Director of Pre-College Programs, the Dual Enrollment Coordinator oversees, monitors and supports the Dual Enrollment Program, which gives eligible students the opportunity to earn college credits while still in high school. The incumbent is responsible for student recruitment and enrollment, accurate reporting, and day-to-day management of ongoing activities and special events. <b>Program Management</b> <ul style="list-style-type: none"><li>• Develops, implements and oversees the dual enrollment program in alignment with institutional goals and policies.</li><li>• Coordinates with high school administrators, counselors and Winthrop faculty to identify eligible students and suitable courses.</li><li>• Remains abreast of state regulations and accreditation standards related to dual enrollment programs.</li></ul> <b>Student Support</b> <ul style="list-style-type: none"><li>• Serves as primary contact for prospective and current dual enrollment students; provides guidance on program requirements, course selections and academic advising.</li><li>• Organizes information and orientation sessions and special events to familiarize students with the dual enrollment program, college expectations and resources and support services.</li><li>• Monitors student progress and intervenes to address academic challenges or concerns.</li></ul> <b>Partnership Development</b> <ul style="list-style-type: none"><li>• Cultivates and maintains a strong, collaborative relationship with partnering high schools.</li><li>• Collaborates with high school personnel to facilitate the seamless transfer of credits to Winthrop or other colleges and universities.</li><li>• Explores expansion opportunities through new partnerships and innovative initiatives.</li></ul> <b>Administrative Duties</b> <ul style="list-style-type: none"><li>• Develops and maintains accurate records on enrollment status, academic performance and credit transfers.</li><li>• Coordinates the recruitment, enrollment, orientation and registration processes for dual enrollment courses, as well as course scheduling, enrollment verification and tuition payment.</li><li>• Helps maintain the dual enrollment webpage and develop marketing materials.</li><li>• Prepares regular reports and presentations to communicate program outcomes, challenges and recommendations to institutional leadership and partners.</li></ul>		

To apply, access <https://www.governmentjobs.com/careers/sc> to submit an on-line application no later than 07/08/2024

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