

**Please Note: If you are applying for more than one position, please submit a separate, complete application**



**INTENT TO EMPLOY**

**Posting Date: March 17, 2020**

**Position:** Dual Enrollment Coordinator

**Minimum Qualifications:**

1. Bachelor's degree **required**.
2. A minimum of Three (3) years of full-time related work experience in a high school and/or college setting required. One (1) year of full-time related work experience in public relations and marketing **preferred**.

**Job Functions:**

The Dual Enrollment Coordinator is in-charge of administering and coordinating and development of learning opportunities offered through dual enrollment for the college service area. The Coordinator is also responsible for assisting with the registration, recruitment, supervision of faculty, and dual enrollment activities on campus and in the high schools. The employee will:

1. Develop, direct, evaluate, and refine dual credit program activities and systems.
2. Coordinate the registration process for dual credit students, including initial enrollment and course registration processes in consultation with the instructional division.
3. Conduct parent/student information sessions to discuss all aspects of the College's dual credit program.
4. Coordinate the recruitment and hiring of appropriately credentialed high school teachers to teach in the dual credit program in their respective high schools.
5. Advise students and parents concerning the dual credit program.
6. Prepare dual credit informational materials.
7. Travel throughout the College's service area to maintain contact with the area high schools.
8. Establish relationships with the College's educational partners at the secondary level.
9. Work with the instructional division in determining course needs each semester.
10. Assist with all paperwork for new teachers including application for employment, official transcripts, copy of driver's license and social security card, employment contracts, and any other necessary information.
11. Conduct orientation sessions for teachers to clearly identify the aspects of the program as well as JSCC policies, regulations, requirements, etc.
12. Disseminate information to students and parents prior to each registration period about available dual credit classes.
13. Coordinate semester activities with teachers to include providing initial class rosters, providing second and third-class rosters and collecting them after the rosters have been verified, providing final class rosters and collecting them, coordinating classroom visitations and student evaluations.
14. Maintain proper files to include certification of classes, certification of teachers, faculty advisor information, program information, and evaluation.
15. Coordinate periodic review of dual enrollment agreements.
16. Conduct comprehensive annual evaluations of the dual enrollment program.
17. Host and present program details to high school counselors and students for recruitment purposes.
18. Educate faculty and staff about program features and objectives.
19. Provide advising and career path information to students.
20. Provide general assistance in the Enrollment Services department.
21. Serve on committees as requested.
22. Perform other related job duties as assigned.

**Salary:** \$45,920.00 to \$60,777.00 based on ACCS Board of Trustees Schedule E1/02 and experience.

**Application Deadline:** 4:30 p.m., April 3, 2020

1. A completed Jefferson State Community College application specific to this position.
2. Current resume.
3. Transcripts (unofficial copies will be accepted before the deadline, but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date**.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Minimum Qualifications" section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from **current employer only** may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the "Minimum Qualifications" section, verification from previous employer(s) is required. (For clarification, please contact Human Resources) Remember **that the work experience verification completion is your responsibility**. Please visit <http://www.jeffersonstate.edu/about-jscs/human-resources/work-experience-verification/> to obtain form. (For clarification, please contact Human Resources)

**"EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED"**

**Materials may be submitted to:**

Human Resources  
2601 Carson Road  
Birmingham, AL 35215-3098  
Phone: (205) 856-7764 or 856-7899  
Fax: (205) 856-7720

**This Employer Participates in E-Verify**

It is the official policy of the Alabama Community College System Office and Jefferson State Community College, including ACCS entities under the control of the Alabama Community College Systems Board of Trustees, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. ***Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.***

**EQUAL OPPORTUNITY EMPLOYER**