

**JOB TITLE:** CONCURRENT ENROLLMENT DIRECTOR

**DEPARTMENT:** CONCURRENT ENROLLMENT DIRECTOR

**DIVISION:** ACADEMIC AFFAIRS

**SALARY RANGE:** COMMENSURATE WITH EDUCATION AND EXPERIENCE

**FLSA:** EXEMPT

**IMMEDIATE SUPERVISOR:** ASSOCIATE VP OF ACADEMIC AFFAIRS

**SCHEDULE DETAILS:** FULL-TIME/12-MONTH POSITION/PUBLIC SCHOOL RETIREMENT SYSTEM OF MISSOURI

**DATE OF LATEST REVIEW/REVISIONS:** 2/26/2025

### **Position Summary**

The Concurrent Enrollment Director is directly responsible for concurrent enrollment services with Crowder College. This position serves as the liaison for Crowder College and its high school partners for dual credit, home school families, and other dual enrolled students to meet concurrent enrollment needs. Concurrent Enrollment Director assists area school counselors and administrators in coordinating concurrent enrollment and collaborates with admissions and advising to enroll high school students. Additionally, this position works with administration in Academic Affairs as well as Division Chairs to identify qualified instructors to ensure quality instruction at the high schools and schedule dual credit courses.

### **Essential Job Duties**

- Works with division chairs to ensure quality assurance in concurrent course offerings.
- Communicate quality standards to high school faculty, counselors, and administrators.
- Schedule dual credit courses and input information into the college computer system each semester.
- Manage concurrent enrollment budget and assist the bookstore with coordinating textbook distribution.
- Frequent updates and reporting to college Associate AVPAA and division chairs.
- Promote concurrent enrollment and assists students transition to Crowder College programs.
- Acts as the liaison for Maxient reports, handling roughly 5-10 cases per semester.
- Provide advice to concurrent enrollment credit faculty on how to deal with potential instruction issues.
- Work with division chairs and high school administrators in resolving student issues.
- Ensure that Crowder College course syllabi and textbooks are being followed.
- Coordinate with Crowder Bookstore for student books and inventory.
- Serve as the first point of contact for high school administrators, counselors, and faculty for concurrent enrollment purposes.
- Work with division chairs to observe dual credit faculty in area high schools, review their assessment methods, and discuss possible improvements with them.
- Coordinate the approval of potential dual credit faculty with division chairs by providing a complete instructor credential file.
- Conduct and coordinate admission and enrollment of high school students.
- Provide Crowder Adjunct Training for dual credit adjunct instructors each summer.
- Manage annual dual credit budget.
- Advise and enroll dual credit and dual enrollment students.
- Coordinate data entry, such as grades, admissions information, graduation, etc. for concurrent enrollment students.
- Supervise and coordinate activities of concurrent enrollment administrative assistant.
- Proctor placement testing for concurrent enrollment students, as needed.
- Perform other related tasks as assigned by the Associate Vice President of Academic Affairs.
- Maintain and archive student records and instructor records on a semester rotation.
- Perform graduation audits and assist students with meeting graduation requirements.
- Update and maintain deliverables, including marketing materials, for the Concurrent Credit Office.
- Participate in committees as a representative of Concurrent Credit students and instructors.

- Research, develop, and maintain technology systems to assist with enrollment and student interaction.
- Assist with enrollment for high school students in additional organizations such as Upward Bound.

### **Required Knowledge, Skills & Abilities**

- Bachelor's degree required
- Previous experience working in education teaching, counseling, admissions, or project management related role
- Ability to coordinate student information accurately and promptly
- Skilled in providing excellent customer service
- Skilled in verbal communication for presentations and meetings with students, administration, and parents
- Skilled in written communication
- Skilled in project management that requires adherence to critical deadlines.
- Ability to establish and maintain positive working relationships with students, staff, faculty, other professionals, and the public.
- Demonstrated ability to work effectively as a part of a team.
- Ability to use technology for professional productivity and effectiveness.
- Ability to drive an automobile to travel to area schools
- Ability to be largely self-directed in meeting deadlines for admissions, enrollment, and pay reviews.

### **Preferred Knowledge, Skills & Abilities**

- Master's Degree preferred
- At least three years of experience working in an educational setting
- Experience advising students at the high school or post-secondary level
- Knowledge of student information systems (currently using Jenzabar)
- Knowledge of learning management systems (currently using Canvas)

### **Equipment/Software**

- Information Technology abilities required:
  - Skills necessary to utilize computers to manage and improve instruction.
  - Ability to operate a computer using a Windows environment.
  - Ability to operate a computer within the Crowder College network environment.
  - Ability to utilize email.
  - Ability to perform basic Microsoft Office 365 components (MS Word, MS Excel, MS PowerPoint)
  - Ability to perform basic Learning Management System functions.

### **Positions Supervised**

Administrative Assistant for Concurrent Enrollment

### **Working Environment**

- Generally, indoors in a normal office/classroom/clinical environment with minimal exposure to temperature changes, noise, dust, or chemicals.
- Normal college working hours but adjustment of hours involving evening and/or weekend work may be required.
- Travel to other instructional sites occasionally required.
- A neat appearance and appropriate businesslike apparel are required.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical**

- Generally sedentary work but will involve mobility within the campus and various sites, light lifting, and physical activities involved in clinical supervision/teaching duties.
- Input, access, and distribute information using computers.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Creative and Analytical Skills**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to devise or modify methods or processes to solve specific problems related to enrollment, scheduling, and advising.

**Language/Communication Skills**

- Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.
- Ability to interact with a broad range of people both on and off campus in a positive manner.

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