



## **Dual Enrollment Coordinator**

Point University is a private liberal arts institution that educates our students within a Christian worldview so they are equipped to take their faith into the marketplace and all of life while achieving their professional goals. We are training the next generation of Christian leaders to take the cross to more job sites, churches, industries, and nations than ever before.

The Dual Enrollment Coordinator will report to the Director of Dual Enrollment Programs and have responsibilities with dual credit partnership schools in the greater Atlanta area. Some travel may be required.

Primary responsibilities include building and maintaining positive relationships with dual enrollment partner high schools, assisting in the assessment of the dual enrollment program; assisting with creating course schedules, working with faculty on the delivery of course outcomes, some classroom instructor observations, and teaching responsibilities as assigned by the Director of Dual Credit Enrollment Programs.

### Requirements:

- Masters degree with 18 graduate semester hours in a subject taught in the DCE program
- Effective teaching ability/excellent communication skills
- Basic computer literacy
- Prior teaching experience at collegiate level preferred
- Some travel required
- Willingness to be a professional role model and mentor
- Commitment to undergraduate education, professional growth, service and scholarship in a distinctively Christian setting, including agreement with the University's mission and goals, values, and doctrinal statement

### Other Qualifications:

- Commitment to academic excellence
- Outstanding customer service skills
- Outstanding written and oral communication
- Proficient in Microsoft Office Suite
- Administrative skills

### Preferred Qualifications:

- Prior experience teaching or administrating dual enrollment programs
- Experience in higher education
- Prior experience working with faculty