



Director of Dual Credit Enrollment

Position Description

Point University is seeking a full-time Director to lead, manage and serve the Dual Credit Enrollment (DCE) program at Point University. This position includes working with students interested and enrolled in the program, partnering high schools, high school administrators and parents. Position reports to Dean of Enrollment Management and supervises DCE team members in executing developed processes and strategies on the foundation of Point University's mission.

Duties

Recruitment of strategic partnerships and maintaining partner relations. Facilitating DCE programs at Point sites. Recruitment of DCE students, processing of files, and improving the percentage of DCE student who transition into the undergraduate program. Parental engagement as appropriate. Retention measures, including registration advising of students in program. Working with departments of Academics, Admissions, and Financial Aid through semester and yearly processes associated with DCE and state funding programs.

Requirements:

Minimum:

- Experience working in a higher education environment;
- Commitment to customer service;
- Above-average written, verbal and interpersonal skills;
- Proficiency in the use of computer hardware and Microsoft Office (Word, Excel, Teams and PowerPoint);
- Demonstrated attention to detail and accuracy;
- Ability to work independently and collaboratively;
- Ability and flexibility to handle multiple simultaneous projects, accommodate shifting priorities and meet deadlines; and
- Ability to relate well with students, parents, and school administrators.

Preferred:

- A minimum of two years of related professional work experience in a higher education environment;
- Superior written, verbal and interpersonal skills;
- Demonstrated ability to use MS Excel, including formulas, charts and pivot tables, and data analysis, and statistical software;
- Experience working with a college/university student information system, preferably Ellucian Colleague;
- Knowledge of Georgia Dual Enrollment state program;
- Ability to work effectively with faculty and staff; and
- Superior workload management skills.

Education, Certification, Licenses

- Required: Bachelor's degree from an accredited institution
- Strongly preferred: Master's degree in a relevant field