

## **DCE Specialist**

The Dual Credit Enrollment (DCE) Specialist serves as the primary contact for prospective students, parents and high school counselors interested in the DCE programs at Point University. This position is multi-faceted, so the ability to multi-task and produce in high stress environments is required. Possessing leadership traits and taking initiative in project planning are must haves to succeed in this position and in the work environment.

### **Essential Responsibilities**

- Recruitment. Facilitating preview events to share DCE program and advantages for students. Visiting partnering and local high schools share information.
- Enrollment. Working with students to complete necessary paperwork for admission process.
- Registration. In partnership with office of registrar, registering students for coursework each semester.
- Funding. Connecting with students, parents, and high school counselors to complete necessary paperwork for state funding processes.
- Retention. Promoting traditional programs to current DCE student in effort to retain for undergraduate studies.
- Work collaboratively with other departments to provide best service for students and partnerships.
- Attend and assist with orientation events and graduation ceremonies.

### **Required Attributes and Skills**

- Bachelor's Degree or commensurate experience
- Outstanding organizational skills; able to multi-task
- Must seek to take the initiative and has demonstrated a strong work ethic
- Ability to provide guidance to and motivate prospective students
- Excellent interpersonal, communication and teamwork skills
- Excellent computer skills: word processing, spreadsheets, data bases, and social networking
- Flexibility to work occasional nights and/or weekends
- 30% travel, some may require overnight stays

### **Preferred**

- Two to three years of experience sales and/or marketing
- Experience working with Georgia Student Finance Commission and state funding programs
- Fluency in Spanish and English