

Site Manager

Position Description

Point University is a Christian institution that educates 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.

Point University is seeking a full-time Site Manager 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, home study organizations and parents. Position reports to Director of DCE and supervises DCE Specialists 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 students who transition into the undergraduate program. Parental and high school counselor engagement as appropriate. Retention measures, including registration advising of students in program. Working with departments of Academics, Admissions, Financial Aid and Georgia Student Finance Commission through semester and yearly processes associated with DCE and state funding programs. Additionally, this position oversees the Site facilities including security, housekeeping and facility upkeep. Duties will require travel, primarily local to area, but could occasionally require overnight stays.

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, and PowerPoint);
- Demonstrated attention to detail and accuracy;
- Ability to work independently and collaboratively;
- Ability and flexibility to handle multiple projects simultaneously, 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 ERP system, preferably Ellucian;
- 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.