

Job Description

Position Title: Manager, Dual Enrollment

Job Group: Academic Affairs

Job Level Group: Manager/Supervisor/Lead

FLSA Status: Exempt

Position Summary:

The Manager, Dual Enrollment plans, develops, implements, and administers programs and projects in the Dual Enrollment area. Establishes, monitors, evaluates, and improves processes to ensure alignment with the College in regards to Dual Enrollment. Represents the college at a variety of internal and external activities. Supervises Dual Enrollment department and daily activities of staff.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Develops Dual Enrollment programs and projects. Selects areas and schools for implementation. Facilitates the development and implementation of program or project.
2. Establishes and develops strategic goals to fulfill department and partner school district goals. Represents the college with all the partner and potential partner school districts.
3. Creates and attends presentations for school board meetings, teachers, superintendents, students and parents.
4. Manages the daily activities of Pima College dual enrollment contacts with partner school district to fulfill College strategic goals.
5. Conducts the billing process of school districts for cost of adjunct faculty providing classes.
6. Counsels school districts in regard to program availability and possible opportunity of offerings at local school districts.
7. Analyzes data and trends in the area of dual enrollment.
8. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

- Knowledge of principles and methods for promoting programs and services
- Skill in budget/resource management
- Skill in organization, coordination and management
- Skill in people leadership and supervision
- Skill in verbal and written communication with the ability to explain technical concepts to audiences with a wide range of technical skills

- Skill in positive, productive and flexible customer service
- Ability to apply analytical and critical thinking skills with the ability draw conclusions and prepare accurate reports of results

Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: My position allows me the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Education or a closely related field of study required.
 - Master's degree in Educational Administration, Management or a closely related field of study preferred.
 - Three (3) to five (5) years of related experience required.
 - Five plus (5+) years of related experience preferred
 - One (1) to three (3) years of supervisory experience.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- Some evening or weekend work hours