

**Coordinator, Dual Enrollment
Alcorn State University**

Direct Link: <https://www.AcademicKeys.com/r?job=231312>

Downloaded On: May. 9, 2024 3:16pm

Posted Feb. 23, 2024, set to expire Jun. 24, 2024

Job Title Coordinator, Dual Enrollment
Department Student Support Services
Institution Alcorn State University
Lorman, Mississippi

Date Posted Feb. 23, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Coordinator
Professional Staff

Academic Field(s) Counseling Services
Admissions/Student Records/Registrar

Job Website <https://jobopps.alcorn.edu/postings/6985>

Apply By Email

Job Description

The incumbent serves as Alcorn State University's primary contact for dual enrollment, advising dual enrolled students and coordinating activities that foster student success in the online classroom. He/She promotes Alcorn State University's academic programs.

Knowledge

- Knowledge of Mississippi dual enrollment policies and procedures
- Knowledge of student success strategies for high school and first year college students
- Knowledge of the college enrollment process and general education curriculum
- Knowledge of technology platforms used for teaching and data management (Canvas, Banner, Outlook, etc)

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- Knowledge of FERPA and other federal guidance that inform student rights to privacy and information protection
- Proficient with email programs, MS Word, Excel, PowerPoint, document imaging systems, or knowledge databases
- Experience interpreting data from admissions, financial aid, registration, and business office/financial management modules
- Ability to travel to local school districts as needed and required
- Ability to effectively communicate in written and verbal forms
- Ability to make independent professional judgments with integrity
- Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information
- Ability to work cooperatively with staff, students, faculty, administrators, and other stakeholders with limited direct supervision
- Ability to effectively use email programs, MS Word, Excel, PowerPoint, document imaging systems, or other knowledge databases

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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