

Advisor, Dual Credit - Liberty
Lee College

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Posted Apr. 3, 2024, set to expire Mar. 28, 2025

Job Title	Advisor, Dual Credit - Liberty
Department	Dual Credit Programs
Institution	Lee College Baytown, Texas
Date Posted	Apr. 3, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Educational Services Admissions/Student Records/Registrar
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Job Description	

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Advisor, Dual Credit - Liberty

Salary:

Job Type: Full-Time

Job Number: FY2300389

Location: Liberty Education Center - Liberty, TX

Division: Provost/Academic & Student Affairs

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Position Overview

Starting Salary Range is \$52,159 -\$59,984. The initial salary offer is commensurate with education and related work experience.

Serve as the point of contact between the Lee College campus and service area high schools. In coordination with campus departments and public school officials, create a college culture in the service area by promoting the dual credit program and assisting high school students and their parents with college testing, admissions, scheduling, registration, and payments.

Essential Duties & Responsibilities

- Collaborate with the high schools on recruitment strategies and activities beyond just attending College and Career nights and Parent nights.
- Assist with the logistics and completion in ensuring that all high school students wanting to take dual credit complete the ApplyTexas application.
- Assist students with choosing a career pathway.
- Provide advising sessions to ensure the students' pathway selection aligns with their career goals, high school endorsements, and high school schedule.
- Provide one-on-one advising to students who are taking the College Preparatory Course in Language Arts and/or Mathematics.
- Ensure that all high school students wanting to take dual credit complete the pre-assessment activity. The PAA is given verbally or online. Provide logistics support and direct assistance as required.
- Create and update spreadsheets to identify where students are at in the dual credit enrollment process.
- Identify students who need to take placement tests by utilizing the information on the Onboarding Spreadsheet.
- Act as a liaison between the Lee College Testing Center, students, and proctors throughout the testing process, including the identification of proctors at the high schools who need proctor training.
- Review of test score following initial testing for each student interested in dual credit.
- Collect registration forms for each student, determine eligibility, register students in the proper section, coordinate high school rosters, maintain schedule changes, and determine student enrollment for tuition purposes.
- Maintain mandatory New Student Orientation protocols to ensure all dual credit students attend.
- Generate payment reports to communicate to students with balances and collaboratively work with the Lee College Business Office to troubleshoot student account issues.

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- Advocate for students through the coordination with high school counselors to assist with contacting student to ensure student success, including outreach from 3-week progress reports, address bookstore needs, process drops/withdrawals in collaboration with high school counselor, and act as a liaison between the student and faculty.
- Attend high school advisory board meetings.
- Work with the Director on class offerings, instructors, and scheduling at each high school.
- Understand Texas Higher Education Coordinating Board rules regarding dual credit programs.
- Cooperatively work with college advisors, counselors, and staff to remain current in program changes and applicable financial aid options.
- Serve as contact to the administration and staff in public, private, and home-schooled settings.
- Serve as an advisor to parents of dual enrollment students attending public, private, and home schools.
- Establish Parent/Student Orientation Sessions on the college campus, as well on high school campuses.
- Discuss FERPA guidelines with students and their parents.
- Discuss tuition and fees with the students and parents.
- Handle phone calls and emails from counselors, parents, and students regarding the dual enrollment credit program.
- Make presentations at Parent Nights, professional meetings, college fairs, and college nights regarding the dual credit program.
- Collaborate with the Director to create handouts and brochures for the programs on campus and for the ISDs.
- Make onsite visits to service area high schools to facilitate communication and provide support.
- Participate in dual credit faculty development.
- Address complaints and disciplinary issues, including academic and behavioral, with appropriate contacts as needed in a timely manner.

Additional Duties & Responsibilities

- Assist in the Memorandum of Understanding (MOU) process with school districts served, to reflect the dynamic nature of the dual credit partnerships.
- Generate reports for the dual credit program in PeopleSoft.
- Perform other duties as assigned.

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Minimum Education, Experience, Knowledge, Skills & Abilities

- Bachelor's degree
- Two (2) years of related experience
- Understand Texas Higher Education Coordinating Board rules regarding dual credit programs
- Excellent interpersonal, problem solving, organizational, and event planning skills
- Excellent computer skills
- Excellent oral and written communication skills
- Ability to work collaboratively with faculty, administrators, counselors, advisors, and other staff members in both a college and high school setting
- Ability to work well with individuals from diverse backgrounds
- Must be available to work evenings and weekends as needed

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4400971/advisor-dual-credit-liberty>

Contact Information



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

Contact

N/A

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