

Advisor, Dual Credit
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=256841>

Downloaded On: May. 12, 2025 12:06am

Posted May 10, 2025, set to expire May 22, 2025

Job Title Advisor, Dual Credit

Department

Institution

Lee College

Baytown, Texas

Date Posted May 10, 2025

Application Deadline 05/22/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Counseling Services

Admissions/Student Records/Registrar

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Job Description

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Advisor, Dual Credit

Salary: \$53,202 - \$61,184

Job Type: Full-Time

Job Number: FY2300565

Location: Main Campus - Baytown, TX

Division: Provost/Academic & Student Affairs

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Position Overview

Starting Salary Range is \$53,202 - \$61,184. The initial salary offer is commensurate with education and related work experience.

The Advisor, Dual Credit Programs serves as the point of contact between Lee College and partner service area high schools, fostering collaboration and creating a strong college-going culture. This position focuses on promoting the dual credit program through targeted outreach, assisting high school students and their families with enrollment processes, and providing ongoing advising and support to ensure student success in dual credit pathways.

Essential Duties & Responsibilities

Recruitment and Parent Outreach

- Collaborate with high school partner to develop and implement recruitment activities to increase awareness and participation in Dual Credit/ECHS/P-tech Programs through Lee College.
- Deliver presentations to students, parents, and school stakeholders at events such as Parent Nights, College Fairs, and campus visits.
- Clearly communicate expectations, eligibility requirements, and the benefits of dual credit to students and parents/guardians.

Student Onboarding and Enrollment Processes

- Support partner high school(s) with ApplyTexas application workshops for dual credit enrollment.
- Review and interpret qualifying information (college readiness standards) to determine student eligibility for dual credit course enrollment.
- Assist high school partner in completing required Lee College Dual Credit Programs forms for student enrollment.
- Register qualified students into dual credit courses at Lee College.
- Collaborate with high school partner to maintain student schedules to include course schedule changes and drops.

Advising and Student Support

- Coordinate with the high school partner to ensure that dual credit programs students receive

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academic advising and support as outlined in the Lee College Dual Credit Programs Advising Syllabus to ensure students are following their prescribed pathway plans or university transfer plans.

- Provide intervention advising support for students identified as at-risk through the Pass/Fail Report, Academic Status and Academic Support Referral processes.
- Serve as liaison between dual credit student and Lee College faculty.
- Ensure that all Dual Credit Programs students file Lee College Program Pathway Plan upon the completion of 15 semester credit hours at Lee College.

Administrative

- Participate in high school advisory board meetings to strengthen partnerships and align program goals.
- Schedule regular standing meetings with high school partner to discuss program details including course scheduling, pathway plan offerings, student progress, etc.
- Coordinate with high school partners to establish on-site office hours to provide advising and support to students.

Additional Duties & Responsibilities

- Generate reports for the dual credit programs in PeopleSoft and Microsoft Excel.
- Perform other duties as assigned.

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

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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/4935353/advisor-dual-credit>

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Contact Information

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

Contact

N/A

Lee College

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