

**Dual Enrollment Coordinator
Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=259352>

Downloaded On: Jul. 12, 2025 7:17am

Posted Jul. 7, 2025, set to expire Jul. 20, 2025

Job Title Dual Enrollment Coordinator
Department SCC Multicultural Service/Outreach
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Jul. 7, 2025

Application Deadline 07/20/2025
Position Start Date Available immediately

Job Categories Coordinator
Professional Staff

Academic Field(s) Admissions/Student Records/Registrar
Administrative Support/Services

Apply Online Here <https://apptrkr.com/6359880>

Apply By Email

Job Description

Image not found or type unknown



**Dual Enrollment Coordinator
Community Colleges of Spokane**

Location:Spokane CC Main Campus Spokane

Department:SCC Multicultural Service/Outreach

Dual Enrollment Coordinator Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=259352>

Downloaded On: Jul. 12, 2025 7:17am

Posted Jul. 7, 2025, set to expire Jul. 20, 2025

Salary Range: \$3,665 - \$4,882

Starting salary for this position is: \$3,665 (Monthly)

Employees hired at the entry step of this range receive salary step advancement after six months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.

About Us

Spokane Community College, part of Spokane Colleges, serves 15,000 students with career technical, liberal arts, and adult education programs in Spokane and surrounding rural communities.

Applications will be accepted until 4:00 p.m. PST on 07/20/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

About the Dual Enrollment Coordinator

JOB SUMMARY

The Dual Enrollment Office at Spokane Community College (SCC) is one of the largest dual enrollment programs in Washington State. It is a dynamic team that focuses on dual credit students in Eastern Washington.

Under general direction of the Dual Enrollment Supervisor, this position will provide coordination and support with in-depth customer service and guidance to students, staff and the public regarding the Dual Enrollment Programs, policies, procedures and activities. This position will have extensive involvement with staff in carrying out program activities and will coordinate, schedule, and monitor program activities to strategize and determine consistency within program goals.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Provide information and guidance to students, staff and members of the public regarding Dual Credit Programs, policies, processes and activities; promote and make public presentations

Dual Enrollment Coordinator Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=259352>

Downloaded On: Jul. 12, 2025 7:17am

Posted Jul. 7, 2025, set to expire Jul. 20, 2025

about the programs in person and/or virtually. *

- Monitor program activities and ensure that they align with program goals. *
- Track eligibility requirements, and process admission and registration documents for Dual Enrollment students. Ensure application processes are conducted in a timely manner through completion, including the storage of documents on regional database, such as SharePoint or Statewide Enrollment & Reporting System (SERS). *
- Assist with creating, implementing and coordinating events and meetings. *
- Coordinate with SCC college departments and Career and Technical Education (CTE) program directors on articulation agreements for CTE college credit.
- Collect, analyze and prepare reports for course enrollment; communicate with high school staff to ensure accurate reporting of student rosters. Prepare invoice documentation for billing, working with District Office Accounts Payable to monitor processing of payments. *
- Assist with creation, preparation and coordination of marketing and program materials. *
- Maintain electronic and manual documents according to records and retention schedule and following Family Educational Rights & Privacy Act (FERPA) regulations. Generate required reports as needed/requested. *
- Process registration transactions; adds, drops, and withdrawals. *
- Travel with staff or individually to work with area high school students and faculty. *
- Answer phones - greet and direct students and the public. Respond to inquiries regarding programs and procedures in-person, verbally, by mail, or electronically. *
- Perform general office duties, e.g., process/distribute mail, make copies, file, and type correspondence. *
- Perform complex data and word processing tasks; merging and sorting spreadsheet and database files, uploading/downloading data. *
- May assist in creating processes and procedures used in the Dual Enrollment Programs. *
- Model professional decorum and mutual respect in all personal interactions. *
- Complies with district policy, procedures and directives, state and federal regulations, orders and statute and collective bargaining agreements. *
- Support and advance the Spokane Colleges strategic plan, and perform other duties as assigned. *

**Indicates this is an essential duty.*

COMPETENCIES

- Action Oriented
- Optimizes Work Processes

Dual Enrollment Coordinator Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=259352>

Downloaded On: Jul. 12, 2025 7:17am

Posted Jul. 7, 2025, set to expire Jul. 20, 2025

- Ensures Accountability
- Drives Results
- Collaborates
- Values Differences
- Communicates Effectively
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Proficient in spelling, punctuation, sentence structure and grammar.
- Excellent verbal and written communication skills, including presentations to both large and small groups.
- Exceptional customer service and interpersonal communication skills.
- Working knowledge of general office equipment.
- Experience using computers, spreadsheets and databases.
- Ability to perform at a proficient level in the use of Microsoft Office, SharePoint, Microsoft Office 365 and higher education administrative software such as PeopleSoft.
- Ability to use a multi-line phone system and possess proper phone etiquette skills.
- Ability to effectively organize multiple work assignments, involving competing priorities, to produce work products that are accurate, of high quality and meet deadlines.
- Ability to work independently with minimal supervision and frequent interruptions.
- Ability to adapt to change with a positive attitude.
- Proofreading and filing skills.
- Ability to handle constant interruptions.
- Ability to reevaluate and reprioritize daily schedule and responsibilities.
- Ability to maintain a high level of confidentiality.
- Ability to work as a team player in a team environment.

DESIRED QUALIFICATIONS

Dual Enrollment Coordinator Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=259352>

Downloaded On: Jul. 12, 2025 7:17am

Posted Jul. 7, 2025, set to expire Jul. 20, 2025

- Associate degree or higher in Business Occupations or Administrative Office Management from an accredited institution.
- Two or more years of increasingly responsible experience coordinating and supporting programs to include providing administrative/clerical support.
- Knowledge/experience providing related services to students in K-12 and higher education
- Knowledge of college Dual Enrollment Programs.
- Experience with Student Management Systems (PeopleSoft).
- Understanding of Family Educational Rights and Privacy Act (FERPA) guidelines.

PHYSICAL REQUIREMENTS

- Work is performed in a normal, temperature-controlled office environment.
- Work is sedentary in nature.
- Frequent use of computer and exposure to terminal screens.
- Visual focus and strain.
- Work in a semi-open office setting with frequent interruptions and background noise.
- Move up to 25 lbs. occasionally.
- Frequent repetitive hand/wrist motions and finger manipulation.

CONDITIONS OF EMPLOYMENT

- Full-time schedule (12-month, 40-hours a week).
- 6-month probationary period.
- This position is overtime eligible.
- Criminal background check required.
- This position is covered under a collective bargaining agreement. Membership is optional.

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is

Dual Enrollment Coordinator Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=259352>

Downloaded On: Jul. 12, 2025 7:17am

Posted Jul. 7, 2025, set to expire Jul. 20, 2025

chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or

Dual Enrollment Coordinator
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=259352>

Downloaded On: Jul. 12, 2025 7:17am

Posted Jul. 7, 2025, set to expire Jul. 20, 2025

grievances to:

Fred Davis | Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/dual-enrollment-coordinator-spokane-washington-united-states>

Contact Information

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

Contact

SCC Multicultural Service/Outreach
Community Colleges of Spokane

,