

**Assistant Director - Dual Enrollment & Achievement  
Brazosport College**

Direct Link: <https://www.AcademicKeys.com/r?job=260427>

Downloaded On: Oct. 14, 2025 11:09pm

Posted Jul. 30, 2025, set to expire Oct. 31, 2025

**Job Title** Assistant Director - Dual Enrollment & Achievement  
**Department** Dual Enrollment & Achievement  
**Institution** Brazosport College  
Lake Jackson, Texas

**Date Posted** Jul. 30, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

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

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**Job Description**

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**Assistant Director - Dual Enrollment & Achievement**

**Posting Number:** 70940

**Position Type:** Administrative/Staff

**FTE:** Full-time

**Department:** Dual Enrollment & Achievement

**Job Summary/Basic Function:**

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The Assistant Director of Dual Enrollment & Achievement serves as the strategic partner, representing the department, to promote program enrollment, retention, and completion by working with students, faculty, staff, and education partners. This position provides guidance and support for the day-to-day operations of the Catalyst programs and workforce initiatives within the department. The Assistant Director is responsible for creating and sustaining comprehensive educational pathways that facilitate student transitions from high school to college and career readiness, integrating support services to enhance student achievement and success. Lastly, the Assistant Director manages communications plans for the department. Job duties include but are not limited to:

- Provide leadership for the Catalyst programs, including on boarding, registration, advising, support services, and career exploration of all Catalyst cohorts.
- Establishes key performance indicators and benchmarks, measures program effectiveness, and implements program improvement initiatives;
- Supports the mission of the college to promote college access by supporting college-going opportunities for our K-12 community;
- Provide and create opportunities for career exploration through events such as Career Fair, promotion of Catalyst program, K-12 information presentation, including college access and college-going knowledge, and supporting community and school career days;
- Develop and maintain career pathways including supporting knowledge of curriculum/course sequencing planning particularly in workforce pathways;
- Establish and maintain relationships with instructional partners, program chairs, high schools, higher education institutions, industry partners, and community organizations to support and expand program offerings;
- Develop and maintain relationships with key partners and internal departments to work collaboratively to support students and families in the Catalyst and Dual Enrollment programs;
- Provide leadership to staff and initiatives within the office in the absence of the Director;
- Represents Dual Enrollment & Achievement in community activities that may include CTE advisory boards, advisory committees, and training/presentations;
- Manage the overall budget for Catalyst programs, ensuring efficient use of resources and fiscal accountability;
- Supports student success initiatives for the department.
- Other duties as assigned;

### **Minimum Qualifications:**

The minimum qualifications for this position are:

- Bachelor's degree from a regionally accredited college or university;

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- 1-2 years of supervisory experience
- 2-5 years of experience working with students in secondary or post-secondary education;
- Knowledge of dual credit and/or Career Education programs preferred;
- Experience with planning events and programming;
- Experience in academic advising in K-12 and/or higher education preferred;
- Excellent organizational skills and detail-oriented work habits;
- Strong oral and written communications skills;
- Strong human relations skills;
- Advanced Microsoft Office Skills (Word, Excel, PowerPoint, and Outlook);
- Ability to delegate and manage time;
- Ability to work cooperatively with students, faculty, and individuals/persons or groups in social, behavioral, and personal problem solving;
- Computer and audiovisuals equipment skills;
- Demonstrated ability working with culturally diverse populations; and
- Other qualities, experiences, and skills that enhance one's value to the institution.

Location: Position is 100% on-site presence.

### **Desirable Qualifications:**

### **Physical Demands:**

Able to traverse campus, lifting, carrying, pushing/pulling, reaching, handling, fine dexterity, bending, vision, hearing, and talking

**Posting Date:** 07/29/2025

**Closing Date:**

**Open Until Filled:** Yes

**First Pool Date:** 08/08/2025

### **Special Instructions to Applicants:**

To apply, visit <https://employment.brazosport.edu/postings/4619>

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**Contact Information**

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

**Contact**

Dual Enrollment & Achievement  
Brazosport College

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