

**Coordinator, Dual Enrollment  
Alcorn State University**

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

Downloaded On: May. 8, 2024 6:06pm

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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