

CT STATE COMMUNITY COLLEGE

Central Office Job Description College Director of Concurrent Enrollment

Salary Level:
CCP 19 (Subject to Willis)

Date Approved/Revised:
8/30/24

POSITION PURPOSE:

The College Director of Concurrent Enrollment will work collaboratively with the College Director of Dual Enrollment, to implement the CT State dual enrollment policy and procedures and provide training for campus-based concurrent enrollment teams on the new policy and procedures, provide technical assistance to school districts, adult basic education and other secondary providers, and strengthen campus partnerships to expand concurrent enrollment options. Responsibilities include administration of the Dual Credit Expansion IHE grant.

SUPERVISORY AND OTHER RELATIONSHIPS:

The College Director of Concurrent Enrollment will report to the Associate Vice Provost of Student Affairs, will oversee concurrent credit initiatives and programs during the summer and academic year and serve as a liaison between the college, partner school districts, the Board of Regents, partner universities, and the State Department of Education throughout the year. Will serve on the Provost's Student Affairs Team.

MAJOR ACCOUNTABILITES:

The College Director of Concurrent Enrollment is accountable for these duties through effective performance in these essential functional areas:

- A. Program Implementation
- B. Technical Assistance
- C. Administration and Reporting

EXAMPLES OF DUTIES:

The following examples of duties illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

- A. *Program Implementation* - Collaborate with the College Director of Dual Enrollment to implement the CT State dual/concurrent enrollment policy and provide training and ensure compliance with the new policy and procedures. This accountability includes such essential tasks as:
 - a. Build CT State's website for dual and concurrent enrollment and increase the program's social media presence.
 - b. Provide training for concurrent enrollment partnerships in alignment with NACEP standards for accreditation.
 - c. Work across CT State campuses to support concurrent enrollment admissions and student/parent orientations.
 - d. Partner with campuses and district partners about schedule of concurrent enrollment offerings.
 - e. Serve as a liaison between the college, partner school districts, the Board of Regents, partner universities, and the State Department of Education throughout the year.
- B. *Technical Assistance*- Collaborate with the College Director of Dual Enrollment to provide technical assistance to external partners to expand concurrent enrollment options. This accountability includes such essential tasks as:
 - a. Develop and deliver CT State Regional Dual and Concurrent Enrollment Conferences, framed to provide updates related to the new CT State Community college dual and concurrent enrollment policy and procedures to school district and campus enrollment teams.

- b. Showcase best practices and model programs in concurrent enrollment and provide partners the opportunity to collaboratively brainstorm about their need's relative to their local context to design a model that both meets their needs and expands concurrent enrollment opportunities.
 - c. Support professional development of concurrent enrollment instructors and faculty liaisons with a Concurrent Faculty and Faculty Liaison Institute.
- C. Administration and Reporting- Program administration, reporting, and financial record keeping. This accountability includes such essential tasks as:
- a. Oversee concurrent credit initiatives and programs during the summer and academic year.
 - b. Administration of the Dual Credit Expansion IHE grant, including managing the budget, hiring personnel, preparing reports and planning documents, and ensuring compliance with federal, state, and BOR requirements and policy.
 - c. Work with CT State Institutional Research to create partnership reports related to student outcomes in concurrent enrollment.
 - d. Provides oversight of concurrent programs and supports assessment of college wide and campus based concurrent programs to identify areas in need of continuous improvement.

PROFESSIONAL PARTICIPATION AND DEVELOPMENT

In addition to the accountabilities listed above, the incumbent is required to carry out the essential duties of:

- Attendance and participation at convocation, commencement, and honors ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at, committee, staff, informational and professional meetings;
- Attendance at external meetings and ceremonies related to dual and concurrent enrollment.

QUALIFICATIONS:

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.).

Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

- Higher education administration
- Concurrent enrollment programming
- Project management
- Budget and fiscal management

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Master's degree in an appropriately related field together with 2-5 years of related experience together with up to two years of supervisory experience; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

WORK ENVIRONMENT

The incumbent typically performs work in offices, conference rooms and in locations where groups of students, faculty and staff gather. The work does not, normally, involve any significant physical effort. The incumbent may travel to public sites to make presentations as well as travel to regional or central meetings and conferences.