

# CT STATE COMMUNITY COLLEGE

## Central Office Job Description College Director of Dual Enrollment

**Salary Level:**  
CCP 19 (Subject to Willis)

**Date Approved/Revised:**  
8/30/24

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### **POSITION PURPOSE:**

The College Director of Dual Enrollment, a CT State Central Office employee, will work collaboratively with the College Director of Concurrent Enrollment, to implement the new CT State dual enrollment policy and procedures and provide training for campus-based dual 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 dual enrollment options. Responsibilities include administration of the Dual Credit Expansion IHE grant.

### **SUPERVISORY AND OTHER RELATIONSHIPS:**

The College Director of Dual Enrollment will report to the Associate Vice Provost of Student Affairs, will oversee dual 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 Dual 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 Concurrent Enrollment to implement the CT State's dual enrollment policy and provide training on 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. Have oversight of the High School Partnership Program.
  - c. Provide training for dual enrollment partnerships in alignment with NACEP standards for accreditation.
  - d. Work across CT State campuses to support dual enrollment admissions and student/parent orientations.
  - e. Partner with campuses and district partners about schedule of dual enrollment offerings.
  - f. 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 Concurrent Enrollment to provide technical assistance to external partners to expand dual 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 dual 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 dual enrollment opportunities.
- C. Administration and Reporting- Program administration, reporting, and financial record keeping. This accountability includes such essential tasks as:
- a. Oversee dual 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 dual enrollment.
  - d. Oversee the High School Partnership and Dual Enrollment program college-wide and provide leadership in the assessment of college-wide and campus-based programs related to high school partnership and dual enrollment to identify areas for 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
- Dual 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 2-5years 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.