

Coastal Pines Technical College

**JOB DESCRIPTION**

**Dual Enrollment Transition Specialist**

**Fulltime/Exempt**

Supervisor: Dean for Academic Affairs,

Secondary Initiatives

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| The Dual Enrollment Transition Specialist coordinates and implements student recruitment/admissions activities for a technical college. Under general supervision, conducts recruitment for Dual Enrollment students transitioning them to regular admission status. Conducts regular dual enrollment classroom and campus visits, provides advisement to students and assist students with paperwork to transition from dual enrollment to traditional enrollment. Assists with Dual Enrollment admission duties during peak times. Prepares and maintains all required documentation and administrative reports.  |

**RESPONSIBILITIES:**

1. Plans and implements student recruitment activities for the transition of Dual Enrollment students. Activities include but are not limited to campus tours, recruitment material mailings, assisting in social media recruitment, developing recruitment events, parent nights;
2. Regularly visits Dual Enrollment students on the high schools campus to assist with transition to the regular admission;
3. Assists prospective Dual Enrollment students with the admission and readmission process to include advisement of specific career paths;
4. Receives and enters applications into the student information system and counsels students on admissions test scores;
5. Provides information by telephone, written correspondence, and in person to interested parties regarding application procedures and admissions requirements;
6. Collaborates with Academics to develop advisement guides to share with Dual Enrollment students;
7. Assists students who complete a program (certificate, diploma or degree) in completing the paperwork required for graduation;
8. Provides advisement to Dual Enrollment students regarding post-secondary options for graduation;
9. Assists Student Affairs and Academic Affairs divisions at peak times during the term with the collection/input of applications, delivery of books/supplies to high schools, and assist with any Dual Enrollment duties at the beginning of the term.

**MINIMUM QUALIFICATIONS:**

* Bachelor’s degree in Marketing, Education, or related field.
* Excellent verbal and writing communication skills.

**PREFERRED QUALIFICATIONS:**

* Two (2) years of work experience in a secondary or post-secondary education environment
* Public relations, marketing or college recruitment experience.

**APPLICATION PROCEDURE:**

Interested applicants should apply via CPTC’s Online Job Center at [CPTC Online Job Center](https://apps.bluefinhr.com/JC_CoastalPines/JobListings/joblistings.aspx). A cover letter with resume, two professional letters of recommendation and copies of transcript(s)/license(s)/certification(s) must be uploaded with the application. A criminal background check and a driver’s motor history report will be conducted prior to employment. Official transcripts are required upon hire.

For additional information, contact Brittaney Coleman, Human Resources Coordinator at bcoleman@coastalpines.edu , or (912) 287-4098.

Coastal Pines Technical College (CPTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to coordinate the College’s implementation of non-discrimination policies: Katrina Howard, Title IX Coordinator, Jesup Campus, 1777 West Cherry Street, Jesup, Georgia, khoward@coastalpines.edu , 912.427.5876; Brittaney Coleman, Title IX Coordinator, Waycross Campus, 1701 Carswell Avenue, Waycross, Georgia, bcoleman@coastalpines.edu, 912.287.4098; Katie Rutland, ADA/Section 504 Coordinator and Title IX for all students, all campuses, 1777 W. Cherry Street, Jesup, Georgia, 31545, krutland@coastalpines.edu , 912.427.1527.