



JOB DESCRIPTION:	Dual Enrollment Coordinator		
DEPARTMENT:	Graduate Admissions & Outreach Programs		
REPORT TO:	Assistant Director of Grad Admissions		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Non-Exempt
CUPA HR CLASSIFICATION:	401110	DATE APPROVED:	01-MAY-2021
		DATE MODIFIED:	18-MAR-2025

SUMMARY: Works with all incoming high school students for dual enrollment at WNMU to prepare them for starting college level classes.

DUTIES:

1. Provides information and assistance to all high school students, faculty, staff, and the general public within the scope of delegated authority.
2. Acts as primary contact for all dual enrollment students regarding admissions, enrollment of classes, and questions regarding the program.
3. Researches and resolves problems; refers complex and critical issues to the Director of Graduate Admissions & Outreach Programs for review.
4. Performs a variety of administrative support tasks, including drafting internal and external correspondence, coordinating with vendors and agencies, coordinating travel arrangements, and preparing purchase requisitions for supplies, equipment, and materials. Maintains the department website as needed.
5. Maintains confidential files for dual enrollment students in compliance with all required guidance.
6. Acts as liaison between the Outreach Programs and partner schools to ensure timely and complete communication and understanding of programs and services. Assist with writing TRIO grants. and advises students who require ACCUPLACER Testing.
7. Advises students concerning appropriate courses, using university systems, informing students about course content, grading policies, attendance requirements, course completion requirements, performance standards, and related course information. Schedules regular visits to the High Schools and establishes office hours to support the needs of the students.
8. Works with the Director of Graduate Admissions and Outreach and University Faculty to ensure textbook availability to dual enrollment students. Provides weekly status reports to ensure issues are addressed as needed.
9. Reviews dual enrollment forms for each student, ensuring that all parties have signed as needed, prepares and maintains accurate data reporting for Banner and other systems as required.
10. Works with Higher Education Department and Public Education Department to ensure WNMU complies with all state rules and regulations as related to dual enrollment. Ensures that HLC requirements are provided and followed for High School counselors and teachers.
11. Supervises support staff, including a Department Assistant and Graduate Assistant; responsible for training, and timekeeping approvals.
12. Works closely with all campus departments to ensure timely and accurate distribution of dual enrollment and other program information.
13. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's Degree or Associate's degree preferred. Sixty plus college credit hours with 2 years of experience in sales/marketing or related work in higher education

required. Recruiting or sales experience preferred. Bilingual (Spanish) preferred.

2. **Job Knowledge:** Knowledge of the basic program content and requirements of all degrees offered. Considerable knowledge of college readiness standards and initiatives. Ability to keep complex records; to assemble and organize data of complex nature, and to prepare and submit reports in acceptable formats. Ability to establish and maintain good working relationships. Ability to work independently in remote locations with little to no supervision. Knowledge of safety and security precautions appropriate to work performed. Must have solid demonstrated knowledge of administrative functions. Must be knowledgeable of University policies. Must be able to maintain a high level of confidentiality. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.
3. **Working Conditions/Physical Demands (With or Without Accommodations):** Normal office environment, requires travel within the local community and to locations outside the immediate area, including partner schools with dual enrollment agreements and other relevant sites as needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid New Mexico driver's license.
 - b. Must pass a Defensive Driving Course within 2 months of hire date.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)