



TITLE: Assistant Director for Dual Enrollment Programs

DATE AVAILABLE: October 15, 2019

RESPONSIBILITIES:

The assistant director for dual enrollment programs assists with the coordination of dual enrollment initiatives across the institution, including serving as the central coordinator of the College Credit Plus (CC+) program. The position works closely with the director to foster and manage strategic relationships and partnerships with secondary schools/districts and other constituents, promoting dual enrollment activities in alignment with overall recruitment and admission strategies and with staff in academic and administrative units to maintain and improve university-wide processes that support the recruitment, admission, and enrollment of CC+ students. Additionally, the person in this position assists the director with ensuring that all necessary compliance and reporting required by the university, the state, and accrediting bodies is conducted, manages data reporting needs for dual enrollment and provides support for orientation and academic advising of CC+ students. Additionally, this position represents the institution at CC+ information programs, on the phone and in person to prospective students; reviews CC+ applications for eligibility / admission purposes and serves the university as a trusted source for the most up-to-date accurate information, best practices and institutional policies and practices for the Ohio University community.

For full description of responsibilities, see the position posting at: <http://ohiouniversityjobs.com>

QUALIFICATIONS:

Bachelor's degree required by start date. Valid driver's license required; ability to travel independently overnight. Successful incumbents must pass routine and continual background checks, university judiciary reviews and driving record audits. A minimum of three years of related work experience. The incumbent liaises with secondary school and district personnel, university staff, faculty and administrative/academic leadership, Board of Regents and other state agencies, and leadership of other institutions. As a result, this position requires an extraordinary level of discretion, professionalism, diplomacy, and tact. Must have the ability to understand and abide by the Statements and Principles of Good Practice of the National Association for College Admissions Counseling. Must have the ability to interpret State of Ohio policies regarding dual enrollment, transferability guidelines, recruitment and admissions standards, articulation and transfer clearinghouse policies, university transfer credit policy, and University System of Ohio policies.

The incumbent must possess knowledge of and abide by CC+ legislation. The incumbent must possess a broad perspective on the university, curricula, statewide practices, transfer credit practices within higher education and familiarity with accreditation standards.

APPLY AT:

Please complete the online application at www.ohiouniversityjobs.com and be prepared to attach required documents. For references, please include names and current contact information of three professional references. References will be used with discretion late in the process. Successful incumbents must pass routine and continual background checks, university judiciary reviews and driving record audits. For full consideration, please apply by September 23, 2019.

Ohio University is committed to creating a respectful and inclusive educational and workplace environment. Ohio University is an equal access/equal opportunity and affirmative action employer with a strong commitment to building and maintaining a diverse workforce. Women, persons of color, persons with disabilities, and veterans are encouraged to apply. Ohio University is a member of the OH/Western PA/WV Higher Education Recruitment Consortium. www.ohwpawwherc.org