



**Classification Title: Dual Enrollment Specialist**

<b>Department:</b>	Enrollment Services	<b>EEO6 Code:</b>	5
<b>Employee Group:</b>	Classified	<b>Salary Grade:</b>	23
<b>Supervision Received From:</b>	Manager, Dual Enrollment	<b>Date of Origin:</b>	6/2025
<b>Supervision Given:</b>	Direction and Guidance	<b>Last Revision:</b>	6/2025

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

**JOB SUMMARY.**

Performs routine to complex administrative support for Dual Enrollment related activities and events; acts as a liaison with high schools and community partners; provides program outreach, registration and delivery of services; assists students with applications, registration and financial aid processes and scheduling counseling appointments; assists in budget development and tracking; creates and maintains tracking systems, reports, records and files required for work processes; tracks data for program analysis, reporting, and improvement; schedules, proctors, processes and provides student assessments; advises students and provides referrals to appropriate resources; oversees the work of student and short-term workers and provides lead-level guidance to lower-level staff.

**DISTINGUISHING CHARACTERISTICS.**

The Dual Enrollment Specialist is responsible for performing routine to complex administrative support for Dual Enrollment related activities and events, to include serving as a liaison with high schools and community partners, providing program outreach, registration and delivery of services, scheduling, proctoring, processing and providing assessments, and assisting students with enrollment and financial aid processes.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.**

**Essential Functions:** Essential responsibilities and duties may include, but are not limited to, the following:

1. Provides administrative support for the Dual Enrollment program and to the assigned Manager; using standard office software, composes and/or types memoranda, correspondence, reports, agreements, contracts, presentations, spreadsheets, forms and other documents, often of a sensitive and confidential nature; proofreads and checks typed and other materials for accuracy, completeness and compliance with District standards, policies and procedures; ensures materials, reports and documents for signature are accurate and complete; responds independently to phone calls, correspondence and email inquiries regarding a variety of department or program matters.
2. Acts as a liaison to high schools and community partners to schedule and conduct presentations; provides information to administrators, instructors and counselors on District and program services and requirements; oversees student recruitment and participation in college readiness programs including in-class presentations and parent meetings; facilitates potential student interviews.
3. Screens, processes and assists in the completion of student applications or forms; evaluates transcripts, test scores and military credits; determines program eligibility for new students according to District and program guidelines;

schedules or conducts interviews with students and parents; tracks progress and submission of enrollment forms, rosters, and enrollment information; sends eligibility letters into the assigned program.

4. Individually advises new, continuing or returning students; explains assessment results; reviews transcripts from other colleges and/or test scores to determine placement eligibility; identifies potential needs of incoming students and refers them to appropriate programs, financial aid or support services; assists in scheduling counseling appointments, tutoring and mentoring services; identifies students to be provided at-risk services; communicates deadlines and assists with application and class registration processes.
5. Oversees college-readiness program participants at events, workshops and other program activities; prepares materials and presentations and conducts new student orientations; schedules and conducts activities, courses or workshops to prepare students for college application processes including college admission requirements, financial aid processes and information, assessment preparation study guides and practice tests and college application completion.
6. Provides guidance and work direction to lower-level staff, short-terms and student workers, including participating in scheduling and assigning work and ensuring completeness, accuracy and conformance with District standards.
7. Inputs student data into appropriate databases or systems and maintains and updates student files and records; inputs data into systems to track student progress; creates and maintains records of student contacts; checks student statuses, class and placement reports; performs basic research; develops, tracks, analyzes and reports administrative processes, metrics and documents; creates and maintains filing systems.
8. Collects or obtains data and statistics from varying sources for program participants and grant reports, program reviews and other documents; verifies that reports and data meet grant requirements and makes recommendations for process improvements.
9. Develops and/or distributes District, program and department-specific outreach materials including flyers, brochures, posters, handbooks, reports and letters; maintains and updates marketing and program information on the District's website and social media accounts; schedules and conducts outreach related events and activities.
10. Inputs data and prepares and processes purchase requisitions, purchase orders and check requests; verifies the accuracy of receipts and invoices including routing for signature and compiling complex, detailed documentation; processes, scans and routes invoices for payment; calculates budget usage and fund percentages; tracks multiple funding sources; maintains separate budget and expense tracking programs based on funding sources; runs general budget reports through spreadsheets and financial systems and calculates budgets based on fiscal cycles of the District and funding sources; prepares and processes expense-related forms including travel requests and reimbursement, petty cash and expense reports; reconciles credit card statements.

#### **Marginal Functions:**

1. Maintains and orders office supplies, materials and equipment.
2. Interacts with high schools, other colleges and universities regarding testing methodology and best practices; stays current on changes in national and university standardized testing.
3. Performs related duties and responsibilities as required.

#### **QUALIFICATIONS.**

**Experience and Education/Training Guidelines:** Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Four years of administrative support, outreach and/or student support experience.

**Education/Training:** Equivalent to completion of the twelfth grade.

**Licenses/Certificates:** Possession of an appropriate, valid California driver's license by time of appointment.

**Knowledge of:**

1. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
2. Principles, practices, concepts and techniques used in student academic assessment.
3. Needs and concerns of low-income and educationally disadvantaged students.
4. Higher education, government and community resources available to students.
5. Office administration practices and procedures.
6. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
7. Rules, policies and procedures applicable to assigned areas of responsibility.
8. Federal, state and local laws, regulations and court decisions governing area of assignment.
9. Modern office practices, procedures and equipment including computers and applicable software programs.
10. Basic practices and procedures of public administration for budgeting, purchasing and recordkeeping.
11. Functions, rules, policies and procedures applicable to assigned areas of responsibility.
12. Basic research methods and data analysis techniques.
13. General accounting systems and associated systems, practices and procedures for processing accounting information and interpreting input and output data.
14. Applicable college curriculum, general education and transfer requirements.

**Skill in:**

1. Implementing student outreach programs including public speaking and attending events.
2. Communicating information accurately and effectively to instructors, school administrators, students and the public.
3. Developing marketing materials and social media messaging.
4. Evaluating student applications for program eligibility accurately and effectively.
5. Administering and scoring routine and complex student assessments.
6. Interviewing, advising and assisting new, continuing and returning students.
7. Monitoring and developing student accountability systems.
8. Organizing, setting priorities and exercising sound independent judgment within assigned area of responsibility.
9. Communicating clearly and effectively, both orally and in writing.
10. Preparing clear, concise and accurate reports, documents, data entries and other written materials.
11. Operating a computer and other standard office equipment and using spreadsheet, word processing and enterprise software.
12. Organizing and maintaining specialized files.
13. Maintaining confidentiality of student files, records, and information in accordance with the Family Educational Rights and Privacy Act (FERPA) and established District policies and procedures.

14. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race and ethnic backgrounds of community college students, faculty, and staff.
15. Exercising tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
16. Establishing and maintaining effective working relationships with those encountered in the course of work.
17. Assigning and inspecting the work of lower-level staff, short-terms and student workers.
18. Explaining rules, regulations and policies related to academic course requirements.
19. Monitoring and developing student accountability systems.
20. Performing basic research and analysis; tracking statistical data.

#### **WORKING CONDITIONS.**

**Environmental Conditions:** The employee works under typical office conditions, and the noise level is usually quiet to moderate.

**Physical Conditions:** Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit, stand and walk for prolonged periods and to use hands to repetitively finger, handle and feel computers and standard business equipment. Travel to local high schools and other locations is required.

#### **TERMS OF EMPLOYMENT.**

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.