



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Dual Enrollment Specialist
POSITION NO.	502425
LOCATION	Warwick Campus
REPORTS TO	Director of Admissions
GRADE	PSA 10
WORK SCHEDULE	Non-Standard: 35 hours per week; Monday – Friday, Evening and Weekend hours will be required as needed.
SUPERVISION	Clerical Staff as necessary
LIMITATION (if applicable)	N/A
REVISION DATE	

JOB SUMMARY:

CCRU seeks to expand equitable access to dual enrollment program opportunities for Rhode Island secondary students. Under the general direction of the Director of Admissions, the Dual Enrollment Specialist will serve as the primary admissions liaison for dual enrollment programs, participating in the full range of admissions activities including recruitment/outreach, enrollment monitoring, dual enrollment admissions processing and registration assistance, credential evaluation, and advising.

DUTIES AND RESPONSIBILITIES:

- Serve as the specialist and coordinator for a variety of dual enrollment programs, including the Running Start and High School Enrichment programs
- Participate in admissions activities to recruit and support prospective students through a variety of on and off-campus activities, including open houses, enrollment events, college fairs, etc.
- Provide general information sessions to prospective students
- Facilitate proactive outreach and communication with high school guidance departments and counselors to expand CCRI dual enrollment programs
- Engage with high school counselors and homeschool families to provide support and services
- Work collaboratively with admissions and advising staff and community partners to communicate dual enrollment opportunities and information
- Collaborate with enrollment services to maintain application processes in the dual enrollment DocuSign portal
- Coordinate and facilitate orientations for dual enrollment students
- Communicate with dual enrollment students and provide assistance with navigating the application and enrollment processes
- Maintain dual enrollment records and facilitate reporting
- Ability to participate in evening and weekend work as needed
- Work Collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college

DIRECT STUDENT ONBOARDING:

- Coordinates and conducts cohort outreach strategies that include phone calls, mailing, emailing, texting, web resources and other forms
 - Support first-semester course registration as prescribed by degree and transfer evaluations and placement tests
 - Assists students, individually or in groups, with College Scheduler class registration
 - Provides students with an introduction to support services, technologies, and required actions (i.e. Verification of Enrollment) to support self-service behavior and success

- Ensure effective hand-off to the assigned caseload advisor for support with future semester's course selection and registration, financial wellbeing, career and transfer preparation, and academic performance
- Other duties as required

LICENSES, TOOLS, AND EQUIPMENT:

Proficient with admissions-related technology tools and related software.

Able to participate in communications via email, texting, phone, and virtual platforms.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree required
- Demonstrated ability to represent the College positively with prospective students and community partners

PREFERRED QUALIFICATIONS:

- College recruitment/admissions experience preferred
- Bilingual in English and Spanish strongly preferred

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.