



## POSITION ANNOUNCEMENT

### Dual Enrollment Coordinator

The Tennessee College of Applied Technology (TCAT) Crump is accepting applications for the full-time position of Dual Enrollment Coordinator. The primary purpose of this position is to increase postsecondary access and success by developing a comprehensive secondary to post-secondary transition program; develop early post-secondary opportunities and increase dual enrollment participation; and facilitate communication and collaboration between school districts, TCAT Crump, post-secondary partners, employers, and community leaders.

#### Typical Duties and Responsibilities:

1. Plan and execute special projects and events in alignment with the goals and objectives of the college.
2. Serve as campus point of contact for students, parents, school personnel, high school instructors, college faculty and college staff on topics related to dual enrollment and other K-12 programs.
3. Develop and maintain tracking tools of academic performance and success for dual enrollment students.
4. Provide programmatic leadership through participation on committees, task forces and advisory boards as appropriate for the growth and development of K-12 programs.
5. Coordinate communications between the student services department, business office, academic programs, faculty and public/private/home school staff and students in the service area.
6. Initiate and develop relationships with school administrators, counselors, teachers, and other members of the educational community.
7. Identify, initiate, and sustain partnerships between K-12, TCAT Crump, and employers that expand EPSOs and work-based learning opportunities for students.
8. Work closely with K-12 schools to assist students in choosing a career that will lead to high-skill, high-wage, and high demand occupations.
9. Communicate accurate information regarding college programs, resources, and career options.
10. Manage ongoing strategic communications with prospective students, parents and guests, high school and independent counselors, as well as college constituents, via email, letters, telephone, scheduled appointments, tours, and other media.
11. Generate innovative approaches to increase awareness about Tennessee College of Applied Technology Crump to prospective student audiences and to increase enrollment and college completion.
12. Perform additional duties as assigned.

#### Minimum Qualifications:

1. Bachelor's Degree from an accredited institution
2. Ability to lead, plan and prioritize projects
3. Ability to work as part of a team and alone in daily work
4. Ability to effectively analyze data and inquiries, think critically, and make appropriate decisions
5. Ability to communicate effectively in written and spoken English with excellent public speaking and presentation skills
6. Detailed and results-oriented
7. Must be willing to work a flexible schedule, including evening and weekend hours.
8. Ability to work with diverse populations

#### Preferred Qualifications:

1. 1-2 years experience as a K-12 teacher or in education or related field
2. Advanced computer knowledge, Microsoft Office applications with Publisher, and student information systems

**Working Conditions:**

1. Heavy use of computer
2. Normal standing, sitting, and walking
3. Lifting of boxes weighing approximately 40 lbs.
4. Operating a motor vehicle to travel within the college service area and in other areas as needed.

**Salary:** Commensurate with Tennessee Colleges of Applied Technology salary guidelines.

**APPLICATION & RESUME SUBMISSION:** Qualified applicants should submit a cover letter, resume, and application online at [www.tcatcrump.edu](http://www.tcatcrump.edu) For more information call Madelyn Keith at 731-632-3393. Applications with cover letters and resumes will be accepted until position is filled.

**APPLICATION REVIEW:** Review of complete application submittals will begin immediately. Tennessee College of Applied Technology Crump is a TBR institution and is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability, age, status as a protected veteran, political affiliation, genetic information, or any other legally protected class with respect to all employment, programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Madelyn Keith, Coordinator of Financial and Administrative Services, PO Box 89, Crump, TN 38327, [madelyn.keith@tcatcrump.edu](mailto:madelyn.keith@tcatcrump.edu). See the full non-discrimination statement at [tcatcrump.edu/about/non-discrimination-statement](http://tcatcrump.edu/about/non-discrimination-statement).