



Classification Description

Job Title: Coordinator, Accelerated Pathways
Programs-Registration

Pay Grade: 108

Job Code: 4080

FLSA Status: Exempt

Job Purpose

This position is responsible for the coordination of many aspects of the Accelerated Pathways Program related to Registration, including Dual Enrollment, Early Admissions, and Collegiate Institutes. Plans and implements dual enrollment procedures to streamline processes within the Office of the Registrar and in collaboration with the Director, Accelerated Pathway Programs and the Coordinator, Accelerated Pathways Programs, Academic Affairs. Interacts with school site administrators, personnel from multiple school districts, staff from the County Office of Education, and other partners. This position sets the tone for a student-centered, high performance culture that emphasizes excellence in service, quality, productivity, and standards.

General Responsibilities

Essential Functions

Coordinates efforts with the Admissions, Advising, and Testing departments to guide, assist, monitor, and ensure seamless scheduling, enrollment, registration, and continuous support for dual-enrolled students in accordance with internal policies and in compliance with government rules and regulations. Ensures all paperwork collected is complete and accurate.

Supports the College's overall enrollment goals by implementing strategies that meet the needs of high school administrators and complies with the College's internal policies and administrative procedures to fulfill objectives, meet timelines, and complete outreach plans for targeted schools and student populations.

Monitors the status of dual enrollment registration activity and overall dual enrollment program effectiveness. Develops and assesses service area outcomes. Identifies other appropriate performance/activity metrics and captures and analyzes collected data. Apprises the Office of the Registrar of progress toward enrollment goals.

Provides College-wide oversight to ensure that dual enrollment registrations are processed in a timely and accurate manner.

Identifies and resolves operational problems, registration issues, administrative issues, and other workflow matters reported by faculty, District administrators, high school administrators, the Registration staff, the College Registrar, and/or students in the program. Maintains effective communication and ensures timely reciprocal exchange of information with key stakeholders.

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Supports the Office of the Registrar and all registration functions.

Promotes and encourages dual-enrolled students to matriculate to the College upon high school graduation.

Assists with academic appeals, academic warnings, and student of concern notifications for the Accelerated Pathways Program.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education.

Two (2) years of full-time professional work experience in an educational setting. Appropriate combination of education and experience may be substituted.

Demonstrated experience and proficiency using student database software.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail. Knowledge of software used to create paper and electronic (web-based) communications.

Ability to travel independently within the College's service district.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques, and of the tools to accomplish associated tasks
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.

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- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: July 11, 2023.