



TOCCOA FALLS

C O L L E G E

Position Title: Dual Enrollment Coordinator
Department: Academics
Reports to: Dean of Online & Dual Enrollment Education
Category: Exempt
Appointment: 12 Months, Full-time, Salary

POSITION SUMMARY:

The Dual Enrollment Coordinator will be responsible for working with dual enrollment students to provide academic services and counsel. This position reports directly to the Dean of Online & Dual Enrollment Education and will work closely with the offices of admissions, registrar, financial aid, student accounts and online.

TASKS:

- Oversee the logistical and technological operation of a growing dual-enrollment (DE) program.
- Advise students academically for courses most needed in high school and college
- Directly coach dual enrolled students on basic course operations
- Coordinate & streamline the paperwork for DE students each semester between the registrar's office and financial aid
- Stay abreast of rules and regulations governed by the state concerning dual enrollment
- Network with public, private, and home school associations
- Develop partnerships with public & private high schools; partner strategically with high school counselors.
- Coordinate orientation for both online and residential DE students
- Advocate for additional DE classes as needed
- Work closely with admissions, financial aid, and registrar's office to ensure a smooth process for new and returning students.

SKILLS & ATTRIBUTES:

- Strong customer service skills with a coaching mentality to serve high school students taking college courses.
- Ability to manage and prioritize multiple projects simultaneously and meet appropriate deadlines
- Excellent written and verbal communication skills; interpersonal skills; problem-solving capability; decision-making ability
- Ability to work independently and interactively as part of a team

EXPERIENCE & EDUCATION:

A bachelor's degree and experience in an academic environment is required.

PHYSICAL REQUIREMENTS:

Must be able to climb steps and lift files and boxes weighing up to 25 pounds.

Toccoa Falls College is a four-year Christian college affiliated with the Christian and Missionary Alliance, holding to a strong evangelical position, and is a full member the Council for Christian Colleges & Universities (CCCU). It is located in the foothills of the Great Smoky Mountains, 95 miles north of Atlanta, Georgia, and 65 miles south of Greenville, South Carolina.

TO APPLY:

Send inquiries, credentials, and supporting materials to: Anna McClatchy, Dean of Online & Dual Enrollment Education; amcclatchy@tfc.edu