



Dual Enrollment Program Coordinator

Helena College University of Montana a comprehensive two-year college, provides access to and support of high quality lifelong educational opportunities for our diverse community. Helena College is seeking qualified applicants who wish to become part of a dynamic and creative team for a full-time position as a Dual Enrollment Program Coordinator. *This is a grant funded position and is being advertised as a 1 year, full-time, temporary position. There is potential for continuation of this position beyond June 30, 2022, contingent upon renewal of the grant.*

Duties and Responsibilities

In coordination with the Director of K-12 Partnerships, the Dual Enrollment Coordinator will support the administrative and clerical needs of the dual enrollment program, while also providing leadership in the planning, development, and implementation of the program. In addition, the position will envision and oversee innovative career pathway grant activities.

This position will support Helena College's strategic goals by:

Partnering in student success: Supporting Helena College's diverse pre-college student population (including first-generation, low-income, LGBTQ+, and students with disabilities). This work is critical in helping students see themselves as college bound and gives students the confidence to pursue a college degree.

Supporting the community: Providing opportunities for students to learn about Career and Technical (CTE) programs and career pathways. This will involve partnering with local industry to plan and organize career awareness events and activities that will serve the community's economic needs.

Attaining excellence: Aiding in Helena College's efforts to expand and improve our dual credit programs through strong high school partnerships.

Specific responsibilities:

- Advises students, parents, faculty, and staff regarding dual enrollment and career pathways opportunities, policies, and procedures.
- In collaboration with the Director of K-12 Partnership, manages the dual enrollment application and registration process which involves: coordinating with high school staff enrollment of students; and communicating with enrolled students.

- Collaborates with multiple departments and units within the college to provide consistent and excellent student-focused service for dual enrollment students.
- Plans and executes innovative career pathway and dual enrollment events and programs.
- Cultivates relationships and manages communication with various populations including dual enrollment students and families, affiliate faculty, counselors, and administrators at partner high schools, staff and faculty at Helena College, staff at Office of Commission of Higher Education (OCHE) and Office of Public Instruction (OPI), and other statewide dual enrollment and grant coordinators.
- Represents Helena College at high school visits, campus events, as well as regional, state, and national trainings, meetings, and conference.
- Other duties as necessary and assigned.

Minimum Qualifications:

- Bachelor's degree or three or more years of successful K-12 or higher education or related experience.
- Strong organization skills.
- Ability to work in a team environment.
- Evidence of self-initiation and self-motivation for independent follow-through on projects.
- Ability to understand, summarize, and present written information.
- Excellent customer service and student support skills.
- Desire to work with a diverse student population.
- Ability to travel and represent Helena College in a professional setting.
- Ability to intermittently work non-traditional schedule including evenings and weekends.
- Valid Montana driver's license or ability to obtain Montana driver's license by date of hire.

Preferred Experience, Knowledge, Skills, and/or Abilities:

- Experience working in higher education.
- Experience with college enrollment services.
- Experience with dual credit and/or early college programs.
- Experience with principles and practices of education/career advising and counseling.

Benefit and Salary Information:

\$16.19 - \$20.23 per hour

Benefits include a comprehensive group insurance benefits program including medical plan options with prescription drug and dental plan, vision exam coverage, an employee assistance program (EAP), retirement plan, life and disability insurance options, flexible spending and dependent care account options, and optional long-

term care insurance. Additional information on benefits can be found by visiting:
<https://choices.mus.edu/employees.asp>

Application Procedures:

Please email your cover letter, resume and references to:
hchumanresources@helenacollege.edu. Incomplete applications may not be considered.

Union Information:

[FOCUS- MFPE CBA](#)

Deadline to Apply:

This position is open until filled, the first review will be on Monday, June 7, 2021, at 11:59pm. Applications received after this date may be considered until an adequate applicant pool has been established.

Helena College University of Montana is committed to building a culturally diverse educational environment. The campus is especially interested in candidates who can contribute to the diversity and excellence of the academic community through their teaching and/or service. Women, minorities, individuals with disabilities and veterans are encouraged to apply.

Criminal Background Investigation is required prior to Offer of Employment

In accordance with University policy, finalists for this position will be subject to criminal background investigations.

ADA/EOE/AA/Veteran's Preference

Reasonable accommodations are provided in the hiring process for persons with disabilities. For example, this material is available in alternative format upon request. As an Equal Opportunity/Affirmative Action employer, we encourage applications from minorities, veterans, and women. Qualified candidates may request veterans' or disabilities preference in accordance with state law.

Applicants requesting veterans' or disability hiring preference must provide appropriate documentation to verify eligibility.

Appropriate documentation includes the following:

- DD-214 showing the character of discharge or a document issued by the Office of the Adjutant General of the Montana National Guard certifying service (a veteran or eligible relative)
- Service-connected disability letter issued by the U.S. Department of Veterans Affairs (a disabled veteran or eligible relative)

-Montana DPHHS Disability Certification through the Vocational Rehabilitation Programs (a person with a disability or spouse of a person with a 100% disability)

Other suitable documentation, if deemed sufficient by the hiring agency, may be accepted. Eligible relatives may also need to provide additional documentation in order to demonstrate that all eligibility criteria and requirements are met.

Testing

Individual hiring departments at Helena College may elect to administer pre-employment tests, which are relevant to essential job functions.

*References not listed on the application materials may be contacted; notice may be provided to the applicant.

*All New Employees must be eligible and show employment eligibility verification by the first date of employment at Helena College University of Montana, as legally required (e.g., Form I-9).

Applicant Self Identification Form (optional)

Title VII of the U.S. Civil Rights Act requires Helena College to “make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed.” This is also a requirement of the Montana Human Rights Act and state and federal laws providing employment opportunities for veterans and persons with disabilities. The following survey helps to fulfill these requirements.

Helena College’s commitment to equal opportunity, nondiscrimination, and affirmative action in employment is realized through its Affirmative Action Plan. This plan and legal responsibilities to ensure equal employment opportunity require reports of job applicants by race/ethnic categories, gender and veteran status. Analysis of the information provided will be used to monitor recruitment and selection practices in at Helena College

This information is *voluntary* and is gathered for statistical purposes only. It is kept confidential, separate from application materials, and will NOT be used in any way to evaluate your qualifications for employment.

Position Applied for:

Last Name:

First Name:

Middle Initial:

Gender: Male Female

Race/National Origin:

White (not of Hispanic origin): all persons having origins in any of the original people of Europe, North Africa, or the Middle East.

Black (not of Hispanic origin): all persons having origins in any of the black racial groups.

Hispanic: all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islanders: All persons having origins in any of the original peoples of the Far East, Southeast, the Pacific Islands, or the Indian Subcontinent.

American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Veteran Status:

No Military Service

Disabled Veteran: (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under

laws administered by the Secretary of Veteran's Affairs or (ii) a person who was discharged or released from active duty because of a service-connected disability.

Other Protected Veteran: a veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.

Armed Forces Service Medal Veteran: a veteran who, while serving on active duty in the U.S. military, ground naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Recently Separated Veteran: a veteran of the U.S. military, ground, naval or air service during the three-year period beginning on the date of such veteran's discharge or release from active duty.

Where did you learn about this vacancy?

Newspaper Job Service Referral Posting Web Career Fair Other: