

Shared Dual Enrollment Administrator Brazosport College

Direct Link: <https://www.AcademicKeys.com/r?job=248976>

Downloaded On: Nov. 19, 2024 11:46am

Posted Nov. 18, 2024, set to expire Mar. 6, 2025

Job Title	Shared Dual Enrollment Administrator
Department	Administrative/Staff
Institution	Brazosport College Lake Jackson, Texas
Date Posted	Nov. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Student Affairs Administration - Undergraduate Education Administration - Other
Apply Online Here	https://apptrkr.com/5784660

Apply By Email

Job Description

Image not found or type unknown



Shared Dual Enrollment Administrator

Posting Number: 70868

Position Type: Administrative/Staff

FTE: Full-time

Department: College Advancement

Job Summary/Basic Function:

Shared Dual Enrollment Administrator Brazosport College

Direct Link: <https://www.AcademicKeys.com/r?job=248976>

Downloaded On: Nov. 19, 2024 11:46am

Posted Nov. 18, 2024, set to expire Mar. 6, 2025

Reporting to both the Sr. Vice President of Student Success and Advancement and the Director of Secondary Education at Angleton Independent School District:

- Provide leadership and direction in administrative functions including facilities coordination for BC on AHS campus, and policy implementation to support the missions of BC and AISD.
- Exercise decision-making authority on behalf of both institutions, consulting with relevant stakeholders and committees as needed to address operational, strategic, and policy matters. Implement policies and procedures that align with BC and AISD that ensure compliance with state and federal regulations, accreditation standards, and institutional guidelines across both entities. Provide support to the AHS shared counselor, offering guidance and professional development opportunities to enhance their effectiveness in serving students and stakeholders.
- Collaborate with senior leadership teams from both BC and AISD to develop and implement strategic plans, goals, and initiatives that promote educational excellence and student success. Develop and implement plans to meet goals set by BC and AISD
- Foster positive relationships within the BC and AISD communities to enhance resources, opportunities, and support services available to students and families. Advance a college-going culture.
- Collect, analyze, distribute, and report data related to student outcomes, enrollment trends, and program effectiveness to inform decision-making, strategic planning, and resource allocation. Maintain plans for assessing and tracking college readiness for dual enrollment students.
- Serve as a point of contact and lead the coordination of communication, resources, and support services between BC and AISD.
- Assist AHS guidance personnel with admission and exit procedures for student in dual enrollment. Assist shared counselor with registering dual enrollment students.

Minimum Qualifications:

- Master's degree in education, public administration, or related field required; Principal certification preferred.
- Minimum of three years of experience in administrative leadership roles within educational institutions, with a demonstrated ability to make sound decisions and manage complex responsibilities.
- Bilingual proficiency preferred.
- Strong interpersonal skills, with the ability to build relationships and collaborate with diverse stakeholders, including students and families.
- Excellent organizational and time management skills, with the ability to prioritize tasks, meet deadlines, and adapt to changing priorities in a fast-paced environment.

Shared Dual Enrollment Administrator
Brazosport College

Direct Link: <https://www.AcademicKeys.com/r?job=248976>

Downloaded On: Nov. 19, 2024 11:46am

Posted Nov. 18, 2024, set to expire Mar. 6, 2025

Desirable Qualifications:

Physical Demands:

Able to traverse campus, reaching, handling, fine dexterity, vision, hearing, and talking; ability to drive to off campus locations as needed;

Posting Date: 05/16/2024

Closing Date:

Open Until Filled: Yes

First Pool Date: 05/26/2024

Special Instructions to Applicants:

To apply, visit <https://employment.brazosport.edu/postings/4385>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Administrative/Staff
Brazosport College

,