

Coordinator, Dual Enrollment Operations
Community College of Philadelphia

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Posted Apr. 24, 2025, set to expire Aug. 22, 2025

Job Title Coordinator, Dual Enrollment Operations
Department All Jobs
Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Apr. 24, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other
Administration - Undergraduate Education

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Job Description

Posting Details

Position Information

Position Title: Coordinator, Dual Enrollment Operations

General Description

The Coordinator, Dual Enrollment Operations coordinates a broad range of administrative services and

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systems to ensure the effective and efficient operation of the College's dual enrollment and early/middle college programs and initiatives. The Coordinator serves as a liaison between the College's Office of K-16 Partnerships and other offices at the College and works with dual enrollment students, their families, high school partners, and other partner organizations to create and facilitate an optimal experience for dual enrollment students enrolled at the College.

College Intro

Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational chance in this city and beyond.

Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

Specific Responsibilities

- Work directly with high schools, students, and families supporting day-to-day dual enrollment operations and performing related administrative tasks (using Banner, Canvas LMS, Starfish Early Alert system, Dynamic Forms, and other systems).
- Support the registration process of all dual enrollment students, including those in special dual enrollment programs (early/middle college and senior-year-only initiatives, CTE Certificate Pathways, etc.).
- Coordinate successful completion of multiple tasks and administrative processes within Banner, ensuring course registration, funding and course materials for students.
- Maintain communication with area high school counselors, principals and other partners, as

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needed, to ensure awareness of dual enrollment and early/middle college program policies, procedures, and processes.

- Assist dual enrollment students with application completion; assessing placement levels and/or scheduling placement testing; proper dual credit course selection; course transcription; academic and instructor issues; securing course materials; and other related tasks.
- In partnership with the Office of Admissions, visit area high schools and relevant partner programs, as needed, to market the College's dual enrollment and early/middle college programs.
- Work with the Director, Strategic Initiatives & Community Engagement's (SICE) Office of Systems and Operations, and other offices at the College to identify, review, prioritize, develop, test, implement, and document effective, efficient, and productive systems, operational procedures, and processes.
- Support the design and execution of division events highlighting the College's dual enrollment and early/middle college programs to internal and external constituents.
- Deliver quality customer service to both internal and external constituents in a professional helpful and courteous manner.
- Facilitate/coordinate the delivery of seminars, workshops and other activities relevant to ensuring academic and student success of dual enrollment students.
- In collaboration with other members of the Office of K-16 Partnerships, design, coordinate, and facilitate sessions and workshops for prospective and current dual enrollment students and their families (i.e.; information and orientation sessions, applications and course registration sessions, etc.).
- Prepare and maintain required reports and appropriate records.
- Travel frequently to various campuses and high schools in the city of Philadelphia.
- Maintain sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty and staff of varying social, economic, cultural, ideological and ethnic backgrounds.
- Adhere to FERPA regulations as they pertain to maintaining the security and confidentiality of all student records.
- Perform assigned duties in a manner consistent with the mission, goals, and core values of the College and other key partners of the Office of K-16 Partnerships (i.e., School District of Philadelphia; charter, private, and parochial partner high schools, etc.).
- Other duties as assigned.

Minimum Qualifications

- Bachelor's degree in education or related field required. All degree(s) must be from a regionally accredited institution of higher learning.

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- Two (2) years of relevant work experience with students at the K-12 or post- secondary levels.
- Knowledge of Pennsylvania's current K-12 high school graduation requirements.
- Effective prioritizing and managing multiple tasks simultaneously.
- Demonstrated proficiency utilizing MS Word, Excel, and PowerPoint.
- Two (2) years of relevant work experience coordinating and facilitating the successful implementation and use of administrative systems and operations.
- Demonstrated professionalism and sound decision-making skills.
- Strong written and verbal communication and presentation skills.
- Detail-oriented with strong analytical, procedural, and implementation skills.
- Ability to collaborate and work effectively within a team.
- Ability to work independently and take initiative.
- Ability to maintain sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds.
- Access to reliable transportation required.

Preferred Qualifications

- Master's degree in school counseling, education, higher education administration or related degree preferred.
- School counselor certification or eligibility preferred.

Benefits:

"Success Starts Here" at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts

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- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:

<https://www.myccp.online/human-resources/benefits-eligibility>

Special Instructions to Applicants

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?
 - CareerBuilder.com
 - Higheredjobs.com
 - LinkedIn

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- The Chronicle
- Veterans Job Fair
- Professional & Technology Diversity Career Fair
- AL DIA - Diversity Career Fair
- Community College of Philadelphia Website
- Indeed.com
- Other

2. * If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

3. * What is the highest level of education you have completed?
- No Response
 - High School/GED
 - Associates Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate
 - Other
4. * Do you have two (2) years of relevant work experience with students at the K-12 or post-secondary levels?
- Yes
 - No
5. * Do you have knowledge of Pennsylvania's current K-12 high school graduation requirements?
- Yes
 - No
6. * Do you have two (2) years of relevant work experience coordinating and facilitating the successful implementation and use of administrative systems and operations?
- Yes
 - No
7. * Salary bands at the College cover a wide range to accommodate varying levels of experience. Generally, salaries fall within the low to mid-range of the posted amounts, with some roles allowing for more negotiation. Please confirm that you have reviewed the salary range and are comfortable with it by responding "yes." Our benefits significantly enhance the total compensation package for full-time staff and include college-paid medical, dental, drug, life, and disability insurance; tuition remission for courses at the college; forgivable tuition loans for accredited

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institutions; a 403(b) retirement plan with a 10% College contribution and a 5% employee contribution; flexible spending accounts.

- Yes, the salary range is within my expected salary expectations.
- No, the salary range is not within my expected salary expectations. (Please note: responding with this answer will disqualify you from the applicant pool, as the range will not exceed the posted ranges.)

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References

Contact Information

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

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
Community College of Philadelphia