State College of Florida, Manatee-Sarasota
Job Description

Job Title: Coordinator, Early College

Reports to: Director of Admissions
FLSA Status: Exempt
Level: 211
Position Class:

Job Summary:
The Early College Coordinator is responsible for the planning, implementation, and coordination of the comprehensive college-wide early college program at SCF. The Coordinator will maintain working relationships with all areas of academics and act as the early college liaison with school districts and high school personnel. This coordination includes the facilitation of the early college enrollment process and academic calendar, inter-institutional articulation agreements, early college website information, and the publishing/printing of all applicable forms and materials.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Plans, implements and coordinates the comprehensive college-wide dual enrollment program

2. Maintains positive working relationships with all areas of SCF academics and school district personnel and high school staff.

3. Develops annual articulation agreements between district public and private school systems, home school organizations, parents and the College.

4. Provide statistical reports detailing early college applications, registrations, and activities to the Director of Admissions as requested.

5. Facilitates the early college enrollment process both on the SCF campus and at the high school sites.
6. Manages the creation, publishing, and printing of all applicable early college forms and materials.

7. Processes early college applications, course approval forms, and registrations for dual enrollment courses.

8. Coordinates and develops an annual early college calendar to include deadline dates and informational presentations.

9. Develops and delivers early college presentations both at the high schools and on the SCF campuses.

10. Meets with prospective and current early college students and parents.

11. Responds to early college inquiries from both students and high school personnel.

12. Acts as the liaison to the SCF Collegiate School(s) for dual enrollment purposes.

13. Acts as the liaison between the schools and the SCF Testing Center and schedules group dual enrollment test dates as required.

14. Coordinates the Fall Annual Update Breakfast for area high school guidance and administrative staff.

15. Oversees the maintenance of the early college websites.

16. Ensures timely communications regarding early college initiatives to dual enrollment students and high school personnel. Keeps high school and districts informed of upcoming deadlines, policy changes and important early college information.

17. Serves as member of the Graduation Committee and other various college-wide committees and advisory boards as assigned.

18. Supervises the student assistants and daily operations of the information desk.

19. Participates in recruitment/outreach activities, including open house events, admission workshops, and campus tours.

20. Supervises the Student Ambassador program.

21. Other duties as assigned.
Job Qualifications:
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelor’s degree from a regionally accredited four-year college or university and two or more years of experience with an integrated student information system in a community college or university setting. Master’s degree is preferred.

- **Supervisory Experience:**
  Two or more years as a “lead employee” with responsibility for scheduling and assigning work, training new employees, monitoring legal compliance issues, coordinating direct customer services, and supervising entry-level personnel.

- **Language Ability:**
  Ability to read, analyze, and interpret scientific and technical journals, financial reports, legal documents and professional journals. Ability to respond to technical questions and/or complaints from college leadership, customers, regulatory agencies, or members of the community. Ability to write detailed reports, business correspondence and policy and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

- **Math Ability:**
  Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram/chart form. Ability to deal with problems involving several concrete changes in situations.

- **Computer Skills:**
  Working knowledge of word processing, spreadsheet, presentation, college database, e-mail, Internet, and reports retrieval software. Basic working knowledge of administrative software packages and possesses an ability to analyze system setup and demonstrate resolutions to technical issues.

- **Certificates and Licenses:**
  None required.
**Responsibility for People and Property:**
Responsible for student assistant staffing at the information desk.

**Responsibility for Communication:**
- **Internal Contacts:**
  This position has routine contact with SCF students and all levels of SCF faculty and staff.

- **External Contacts:**
  Routine contact with prospective and enrolled students early college students, school districts, and school personnel.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is routinely required to talk or hear. The employee is frequently required to sit, use hands and fingers and reach with hands and arms. Occasionally required to stand, walk, climb or balance; stoop, kneel, crouch, or crawl, and lift up to 25 pounds. Special vision requirements include close vision.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. **Safety Awareness:** State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.
5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<td>Preparing Manager</td>
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