



Job Posting

Part-Time Dual Credit Specialist (Abilene Campus)

Date Posted: 07/15/2019

Posting End Date: Until Filled

Cisco College is accepting applications for the position of Part-time Dual Credit Specialist. Minimum qualifications for this part-time position include a High School Diploma, Associate's Degree preferred, good organizational skills, effective communication skills, and the ability to work with others. Applicants may not be currently enrolled at Cisco College. Applications will be accepted until the position is filled.

Please note: Applications will be accepted via e-mail, fax, or USPS, (e-mail is preferred) and should be submitted to:

Shelli Garrett
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
Fax: 254-442-5100
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Cisco College is an Equal Opportunity Employer

Job Description

Job Title: Dual Credit Specialist
Reports to: Director of Dual Credit Programs
Updated: March 26, 2019

Job Summary

The primary responsibility of this individual is to work with the assistant to file, sort, and scan paperwork of dual credit programs. The Dual Credit Specialist is required to work with the assistant and director of dual credit. The workload of this position requires the individual to assume a great deal of responsibility and to be self-directed while managing multiple projects. Sensitive and confidential material is managed by this position and strict confidentiality is required.

All Cisco College employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, all employees are asked to cooperate and work harmoniously with College personnel and the public. All Cisco College employees are expected to follow College policies, rules, regulations, and guidelines that relate to the specific position.

Primary Duties

1. Assist and work closely with the Assistant and Director of Dual Credit.
2. Answer calls for the Assistant and Director when out on school visits.
3. Assist the dual credit office with policies and procedures for students, parents, and partner ISDs.
4. File and sort dual credit paperwork for each student through their respective school.
5. Scan all dual credit paperwork received for each semester into Filebound.
6. Assist with resolution of problems including Electronic delivery issues.
7. Make copies of materials needed for school visits and parent nights, or other functions as needed.
8. Be responsible for gathering dual credit promotional giveaways.
9. Assist in the coordination of high school/parent night visits
10. Complete all aspects of the college employee evaluation plan.
11. Support development and promote processes to maintain and ensure success in dual credit programs as part of the college mission.
12. Other duties as assigned.

Minimum Qualifications

1. Effective oral and written communication skills
2. Excellent computer application skills.
3. Ability to gain new technological skills as may be required by changing technology.
4. Ability to work well with faculty, staff, students and the general public.
5. High School Diploma, Associate's Degree Preferred.