

RANGE N02

**JTC NO. TG3
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Coordinator of Continuing Education Admissions
DATE PREPARED: Summer 1993
DATE REVISED: Summer 1995; Fall 2004; Spring 2009; Summer 2012
Spring 2014; Fall 2016

GENERAL SUMMARY:

Responsible for student applications, enrollment and record maintenance for a college continuing education department. Develop and maintain associated reports and records. Participate in development and production of class schedule. Supervise assigned staff.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Supervises student enrollment functions including processing applications, evaluating enrollment for cost effectiveness, etc. and supervises the fee collection and refund processes for continuing education programs.
- Responsible for the integrity of class attendance records and student files.
- Maintains a variety of records. Periodically performs research, analyzes and summarizes data and prepares statistical data used to project enrollment and budget, to evaluate programs, determine funding compliance, etc.
- Monitors course files to insure complete data in areas such as class rolls, course outlines, instructor certification, course numbers, etc., to provide accurate reporting compliance with funding agency requirements. Coordinates implementation of procedure changes.
- Responsible for word processing, production, reproduction and distribution of class schedule.
- Responsible for coordinating payroll information related to adjunct faculty with college human resources staff.
- Selects, trains and evaluates assigned staff. Schedules office and registration personnel to meet related needs.
- Performs other related duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

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PHYSICAL EFFORT REQUIRED:

Occasionally may be required to lift and carry materials weighing up to 25 pounds.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Associate's degree or higher plus one year of experience in a continuing education or college admissions office **or** graduation from high school plus three years of increasingly responsible experience in a continuing education or college admissions office. Must have one-year supervisory experience. Requires the ability to utilize computer technology to access data, maintain records, generate reports and communicate with others. Requires advanced knowledge of spreadsheet and word processing software. Ability to interpret complex regulations and communicate with individuals from diverse backgrounds. Strong knowledge and experience providing effective customer service. Official transcript will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

previous range: T04
revised: 09/01/03; ccp
revised: 08/23/04; ccp
revised: 04/2009-ccp
revised: 08/2012 – emm
revised: 02/2014 – emm
revised: 12/2016 - emm
ADA/tmm 06.12.19