

**DAWSON COMMUNITY COLLEGE
POSITION DESCRIPTION**

TITLE: Dual Enrollment & Academic Services Coordinator

DATE: May 2026

SUPERVISION RECEIVED: Director of Enrollment

POSITION NUMBER: _____

DEPARTMENT: Enrollment

FLSA STATUS: Exempt, Full-Time, 12 months

SUPERVISION EXERCISED: Student Employees;
Work Study Students;

SALARY RANGE: \$36,400

**** WAGES COMMENSURATE WITH EDUCATION & EXPERIENCE ****

SUMMARY OF WORK: The Dual Enrollment & Academic Services Coordinator serves as a key operational and student-facing resource within the Office of Enrollment at the college. This position provides administrative support to the Director of Academic Affairs and plays an essential role in the day-to-day functioning of the dual enrollment and academic operations. The Specialist serves as the first point of contact for academic inquiries, coordinates dual enrollment activities, supports faculty contracting and load tracking, manages course scheduling logistics, and provides frontline academic guidance to students. The ideal candidate is highly organized, detail-oriented, collaborative, and committed to serving students with professionalism and care

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:

Employees at Dawson Community College are required to demonstrate kindness, respect, integrity, and professionalism for others. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the College. Employees at DCC hold themselves and each other to a higher threshold of respect and practice respect for the people with whom we work and serve. Respect creates an atmosphere conducive to belonging, unity, connection, and success while learning.

Professionalism at Dawson Community College involves being mindful of our actions when interacting with students, colleagues, and community members. Respect for those with whom we share the common goal of serving students is a core value and is reflected in all job performance evaluations.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

JOB CHARACTERISTICS AND AREAS OF ACCOUNTABILITY:

Academic Affairs Office Operations

- Academic Support & Initiatives – Assists the academic department with grant-related activities and faculty teaching load tracking/reporting to Human Resources.
- Academic Curriculum & Resource Management – Manages the college's online textbook platform and physical curriculum, and collects/maintains official syllabi for all courses, workshops, and training programs.
- Academic Scheduling & Content Coordination – Plans and distributes classroom and finals schedules each semester, and assists in reviewing and updating the college catalog and website to ensure content accuracy.

Dual Enrollment

- **Dual Enrollment Program Management** – Oversee all aspects of dual enrollment and K-12 programs, including developing yearly calendars, timelines, and processes for recruitment, registration, enrollment, and reporting. Maintain accurate student records, rosters, and tracking tools for academic performance.
- **Student & Community Advising** – Serve as the primary point of contact for dual enrollment students, parents, high school staff, and college personnel. Provide consistent information on college programs, career options, and resources to help students pursue high-skill, high-demand career pathways.
- **Partnership Development** – Build and sustain collaborative relationships with K-12 administrators, counselors, teachers, employers, and community stakeholders to expand educational opportunities, work-based learning, and programs of study in technical fields.
- **Marketing & Outreach** – Develop innovative strategies and communication materials (brochures, websites, handouts, etc.) to raise awareness of Dawson Community College, increase enrollment, and promote college completion among prospective students.

- **Montana Career Pathways (MCP) Grant Coordination** – Serve as the MCP Coordinator, managing grant responsibilities and representing the college at local, state, and national events. Expand career pathway availability for rural students across Eastern Montana.
- **Orientation & Professional Development** – Develop and implement dual enrollment orientation programs, handbooks, and resources for students, parents, and school staff. Create and deliver professional development trainings for high school counselors, teachers, and administrators on MCP Pathways and dual enrollment processes.
- **Strategic Communications & Reporting** – Manage ongoing communications with prospective students, families, counselors, and college departments via multiple channels. Coordinate with Financial Aid, Business Services, and the Registrar to ensure accurate enrollment and financial reporting each semester. Work with dual enrollment faculty to coordinate and complete course assessment.
- **Montana STARS Act Compliance & Implementation** – Monitor and support the implementation of the Montana STARS Act in collaboration with the Office of Public Instruction (OPI) and the Office of the Commissioner of Higher Education (OCHE). Stay informed on developing guidelines and policy changes to ensure the college remains aligned with state-level dual enrollment initiatives and reporting requirements.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.

REASONABLE ACCOMMODATIONS STATEMENT

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

This institution is an equal opportunity provider.

REQUIRED QUALIFICATIONS:

Education & Experience

- Associate's degree required Education, Business Administration, or in a related field. An equivalent combination of education and work experience may be considered in lieu of degree requirements.
- Minimum of two (2) years of administrative or office experience, preferably in a higher education setting.
- Experience working with student information systems, learning management systems, or similar platforms preferred.

Knowledge, Skills & Abilities

- Demonstrated knowledge of or ability to quickly learn FERPA regulations and institutional academic policies.
- Strong organizational skills with the ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Excellent written and verbal communication skills; ability to communicate effectively with students, faculty, staff, and external partners.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook); comfort with learning new software platforms.
- Ability to exercise discretion, maintain confidentiality, and handle sensitive information appropriately.
- Strong interpersonal skills and a commitment to student-centered, equity-minded service.
- Detail-oriented with a high degree of accuracy in data entry, record-keeping, and reporting.
- Must be able to take initiative and work independently as well as part of a team.
- Valid Montana driver's license.

PREFERRED QUALIFICATIONS:

- Experience in a community college or two-year institution setting.
- Familiarity with dual enrollment programs and associated state reporting requirements.
- Experience with online textbook/courseware platforms (e.g., inclusive access systems).
- Experience with faculty contract management or HR-related administrative processes.
- Knowledge of course scheduling or academic catalog management processes.

COMPLETED APPLICATION PACKET MUST INCLUDE:

- Completed Dawson Community College application
- Current resume
- Cover Letter

- Copies of all college transcripts
- Three professional references (names, addresses, and phone numbers).

INQUIRIES MAY BE DIRECTED TO:

**Human Resources Department hr@dawson.edu
406-377-9430**

Qualified protected class individuals are encouraged to apply. Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work as well as information to conduct a background check.

Nondiscrimination Policy:

Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning these matters should be brought to the attention of Daisy Nyberg, Title IX Coordinator.

Telephone: (406) 377-9412. **Email:** dnyberg@dawson.edu. **Mailing Address** Daisy, Title IX Coordinator, 300 College Drive, Glendive, MT 59330