ANNOUNCEMENT OF AVAILABLE POSITION

POSITION: Enrollment Specialist III, Dual Credit

EFFECTIVE DATE: ASAP, pending availability of state funds

QUALIFICATIONS: Associate’s degree or a combination of experience and education that yields the required knowledge, skills, and abilities is required. A Bachelor’s Degree is preferred. Three years of general administrative support required. Supervisory experience and/or work experience in higher education is preferred. Strong customer service skills are a must.

RESPONSIBILITY: Coordinates admission and registration support for dual credit students. Participates in recruiting activities, presents to prospective students and community members, and represents the College’s dual credit program. Monitors satisfactory academic progress for dual credit students and provides support for re-enrolling students each semester including tutoring referrals. Serves as the liaison between the College and high schools regarding registration, schedules, instruction, and testing. Coordinates with high school administrators to disseminate information, train, monitor progress and ensure adherence to goals and objectives of the dual credit program. Collaborates with other departments in growing dual credit enrollment at high schools located in the college service area.

SALARY: $1,908.88 per month

HILL COLLEGE: Hill College is a comprehensive, two-year community college with campuses in Hillsboro and Cleburne. We also have off-campus educational centers in Burleson, Clifton and Glen Rose. Expected enrollment for the Fall Semester of 2014 is approximately 4,400 students.

APPLICATION DEADLINE: Open Until Filled

INQUIRIES AND ALL MATERIALS SHOULD BE DIRECTED TO: Human Resources
Hill College
112 Lamar Dr.
Hillsboro, TX 76645
(254) 659-7730
FAX (254)659-7737
www.hillcollege.edu/jobs

Hill College is an equal opportunity employer and does not discriminate on the basis of age, gender, race, color, national or ethnic origin, or disability.