

Job Announcement

Job Title: Dual Enrollment Coordinator

Department: Enrollment

Reports To: Associate Vice President for Academic Operations

Pay Status: Exempt

Position Status: Full Time

Approved By:

Vice President for Enrollment

Position Summary: under the direct supervision of the Associate Vice President for Academic Operations, the Dual Enrollment Coordinator manages all tasks related to the life cycle of a Dual Enrollment student.

Knowledge, Skills, and Abilities: Ability to read, analyze, and interpret professional information, budget information, and professional documents. Must have the verbal and written communication abilities necessary to communicate effectively with University administration, faculty and staff, and the various constituencies of the University. The ability to calculate budget figures, maintain accountability, maintain travel and other expenditure figures, and to read and understand financial and budgetary information related to areas of work is required.

Minimum Education & Experience Requirements: Education and Experience: bachelor's degree from an accredited institution. Should be of Christian faith, with a record of active denominational activities. An ethical and professional demeanor is required. Computer literacy is required. The successful candidate must be self-motivated, with ability to work well and remain poised under pressure, and to maintain confidentiality of information.

Application Submission Process:

Please submit completed TMU application and resume to:

Kamille Gauntt, Associate Vice President for Academic Operations
kgauntt@tmu.edu

Deadline to submit resumes: **position open until filled**

Truett McConnell University does not illegally discriminate against any individual for reasons of race, color, national origin, age, disability, or veteran status; however, the University may discriminate on religious grounds in its employment practices in order to fulfill its mission. It is the policy preference of Truett McConnell University to hire employees who are Christians, active in their churches and supportive of the goals of the University. Preferences in hiring exist for persons of the Southern Baptist faith. The University is also committed to building a more ethnic and racially diverse faculty.