

PROGRAM MANAGER, DUAL ENROLLMENT

GENERAL DESCRIPTION OF CLASS

Under the general direction of assigned administrator, leads the development, implementation, supervision, management, and evaluation of all Dual Enrollment efforts working collaboratively with Butte College faculty and staff as well as high school district partners. Performs a variety of complex duties requiring the application of a broad knowledge of Dual Enrollment, budget management, project development and implementation, and interorganizational relations.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Works collaboratively with Butte College Instructional Division Deans, Department Chairs/Faculty, campus leadership, staff, and high school district partners with a goal of creating seamless pathways from high school to college and increasing equitable access to educational opportunities. *
2. Works closely with high school partners to identify student barriers, track student progress, and increase student support and retention in effort to reduce equity gaps. *
3. Develops and coordinates all dual enrollment projects/activities, dissemination of information to high school partners, staff and communities; maintains records, conducts course registration, monitors expenditures, enrollments and overall Dual Enrollment program functioning. *
4. Collaborates with, but not limited to, the following Butte College departments: Admissions and Records, Scheduling, Recruitment and Outreach, Foundation, Strong Workforce, Reg2Go, Marketing and Butte College satellite campus'.
5. Manages office functions, including monitoring budget, generating purchase orders, personal service contracts, partnership agreements/appendix, articulation agreements, time sheets, and facility agreements and leases; monitors and maintains computer databases and office filing systems; processes payments for Dual Enrollment related activities. *
6. Supervises, manages, and directs program staff based on complex workflow of the Dual Enrollment program. Includes, but not limited to, instructing, planning and assigning work, maintaining standards, coordinating activities, addressing employee issues and concerns, employee selection, employee discipline, and review/evaluation. *
7. Conducts needs assessments, strengthens collaboration and communication between high school partners and college district, establishes and maintains program timelines and priorities, and ensures Dual Enrollment courses and activities comply with established district and state codes, regulations, policies, and procedures. *
8. Serves as liaison and main point of contact for Dual Enrollment Program and Articulations; provides presentations, information, and referrals within the context of maintaining cooperative relationships with Dual Enrollment program partners.*

9. Coordinates travel and conference arrangements, workshops, meetings, appointments, excursions and/or tours. *
10. Plans, develops, documents, administers, and assesses program policies, procedures, services, strategies, goals, and objectives. *
11. Maintains, audits, and controls a variety of accounts, records, reports, and files which include the tracking and reporting of annual Dual Enrollment program enrollments, activities, and student retention/success; completes and submits required annual reports to California Community College Chancellors Office. *
12. Performs financial and managerial accounting and business operations record-keeping functions required by Dual Enrollment and grant rules and regulations. *
13. Completes periodic Dual Enrollment program evaluations to improve the effectiveness of the structure, policies, and operational procedures. *
14. Works closely with Human Resources to facilitate Dual Enrollment instructor minimum qualifications, hiring, and onboarding. *
15. Develops marketing strategies, i.e., through the development and distribution of dashboard reports, newsletters, flyers, brochures, posters, and other marketing materials. *
16. Maintains and revises content for the Dual Enrollment program website and directory. *
17. Schedules, coordinates and/or participates in various workshops and meetings; secures facilities, materials, speakers and food service as needed. *
18. Attends and participates in staff meetings and committees as appropriate; attends and participates in local, state and national meetings and workshops as appropriate. *
19. Provides technical assistance and guidance to students, staff, faculty, and public in the interpretation and clarification of Dual Enrollment policies and procedures. *
20. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. *
21. May serve on a variety of District committees as requested.
22. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- Bachelor's Degree* in education, public administration, or related discipline; **AND**
- Three (3) years of experience closely related to the duties and responsibilities of the position;
- Or, any combination of education and experience which would provide the required qualifications for the position.

*Bachelor's Degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- May be required to hold and maintain a valid driver license **'if and when'** travel is required in the course of work.
- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

DESIRED QUALIFICATIONS:

- Four (4) years of experience in a position directly related to the essential responsibilities of the position;

- Two (2) of the four (4) years working with high school to college pathway programs and students.

KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)

Knowledge of:

- District policies and procedures related to the area of assignment.
- Dual Enrollment rules and regulations within a community college.
- Admissions and records policies and procedures as related to the area of assignment.
- Available student programs, resources, and services offered by the District and local community agencies and/or organizations.
- Laws and ordinances pertaining to the specific responsibilities of the position.
- Federal Educational Rights and Privacy Act (FERPA).
- Student recruitment, retention, and transfer policies and procedures related to the area of assignment.
- Modern office practices, methods, and techniques.
- Use of modern office equipment including personal computers, applicable software programs and applications, hardware, and peripherals.
- Letter writing techniques including elements of correct English usage such as grammar, spelling, and vocabulary.
- Budgeting and basic accounting practices and procedures.
- Record keeping, filing, file sharing, and filing systems.

Ability to:

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures.
- Integrate local, state, and federal laws and regulations.
- Department and/or program policies and procedures.
- Read, understand, interpret, and apply rules, regulations, policies, and procedures.
- Compose correspondence and reports.
- Coordinate and provide leadership to assigned staff.
- Utilize advanced software applications for word processing, database management, presentations, and spreadsheets.
- Research and compile data and information with completeness and accuracy.
- Plan, implement, and control multi-faceted projects.
- Analyze clerical or research problems and prepare comprehensive, clear, and concise reports.
- Communicate technical information effectively in verbal and written forms to a wide variety of audiences.
- Make sound, educated decisions.
- Work independently with limited supervision.
- Use discretion and handle students, staff, and faculty in a diplomatic manner.
- Work with diverse populations.
- Make required mathematical calculations accurately.
- Establish effective record-keeping systems and maintain records accurately and with confidentiality.
- Utilize keyboarding skills commensurate with the required functions for the position.
- Remain calm and cooperative in confrontational situations.

- Establish and maintain cooperative working relationships with those contacted in the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbents in this class provide work direction to assigned staff, student workers, student assistants, and/or short-term, temporary employees.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards.

Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet. The incumbent may experience frequent interruptions during the course of work and has direct student contact daily.

- **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist.

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY EMPLOYER:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.