

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Concurrent Enrollment Representative (Part-time)

DEPARTMENT: Instruction

REPORTS TO: Director of Concurrent Enrollment

SUPERVISES: N/A

DOCUMENT STATUS: New/Date: 11/10/2021 Revision # 2 Date: 11/19/2021

TRAVEL: Travel is required

COLLEGE-WIDE **CAMPUS:** RANGELY CRAIG

Though a Campus wide position the expected office location will be on the Craig Campus.

ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene, Emergency Medical Services and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans.

GENERAL SUMMARY & PRIMARY DUTIES:

The Concurrent Enrollment Representative will assist the Director of Concurrent Enrollment with the cultivation and support of CNCC's High School partnerships. This position will be responsible for providing clerical support to high school instructors, maintaining a high level of customer service to our concurrent enrollment stakeholders, handling data/records management maintenance, and to champion efforts to ensure ongoing support of concurrent enrollment students in a manner that enhances the likelihood of success. The Concurrent Enrollment Representative will also be responsible for data entry with high school registration, during "peak" enrollment times throughout the year.

Duties for this position will include, but not be limited to:

- Collaborate with concurrent instructors on our transition to common assessment.
- Provide professional development opportunities for counselors and concurrent instructors.
- Assist in scheduling and organize Concurrent Instructor Assessment Creation Meetings
- Help to organize a test bank of assessment items for each course and assist concurrent enrollment instructors with the utilization of the test bank
- Address student's inquiries for transcript support and college advising.
- View advising caseload of over 500 students to monitor progress, academic success & intervention and support needs.
- Provide portal and login support for students

- Create and maintain a schedule for high school visits for advising students coming to campus for their concurrent enrollment classes.
- Deliver concurrent enrollment orientation sessions
- Prepare and teach classes and virtual workshops to High School students on subjects such as college success, goal setting, time management, etc.
- Maintain and improve concurrent enrollment information pipeline to high school partners. Recruit and conduct presentations regarding Concurrent Enrollment opportunities to students, parents, and communities. Include focus on transfer-level and Career and Technical Education
- Collaborate with school district and College personnel to lead efforts to ensure appropriate assessment, accurate placement, intrusive advising, and ongoing support of concurrent enrollment students in a manner that enhances the likelihood of success
- Maintain positive school district relationships by providing effective, friendly customer service to high school students, administration, teachers and counselors
- Attend high school and middle school concurrent enrollment information meetings and application days.
- Maintain and improve student admission and registration processes. Including conducting information sessions to assist qualified students and families with the admissions and registration processes
- Work with High School administration to obtain documentation of course schedules, instructor credentials, and student rosters.
- Scan and index concurrent enrollment agreements to ensure efficient retrieval of documentation for the concurrent enrollment program
- Work collaboratively with many campus departments, 13 high schools, and 500+ students and their parents/ guardians
- Serve and assist students; assists admissions; registrations; processing and maintenance of student records.
- Keep accurate records and maintain up-to-date files
- Management of communication or coordination of grade reports to High Schools
- Develop and prepare registration paperwork and implement registration process of Data Load. Work closely with high school to confirm that course registration files are accurate and completed on time. Ensure the completion of all required paperwork of registration process for qualified students. Document and provide high schools with prerequisite information and keep records of student's placement scores. Includes a strong focus on maintaining electronic and paper records for all concurrent enrollment students.

ESSENTIAL QUALIFICATIONS:

This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:

Education and Training: Associate degree in a related field from accredited college or university.

Licensure/Certification: Valid Driver's License.

Other:

- Possess diplomacy, tact, and the ability to use good discretion with confidential student information.
- Excellent verbal and written communication skills to communicate with students/parents/families and collaborate effectively with campus partners.

PREFERRED QUALIFICATIONS:

Education and Training: Bachelor's Degree in related field

Prior Related Experience: 3-5 years concurrent enrollment experience.

APPLICATION INSTRUCTIONS:

All interested and qualified applicants are asked to submit a resume, letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all students, employees and other designated groups.

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely

O = Occasionally

F = Frequently

C = Continually

(less than ½ hour per day)

(1/2 - 2.5 hours per day)

(2.5 - 5.5 hours per day)

(5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing					X	
Walking					X	
Ability to be Mobile				X		
Crouching (bend at knees)			X			
Kneeling/Crawling			X			
Stooping (bend at waist)			X			
Twisting (knees/waist/neck)			X			
Turn/Pivot				X		
Climbing		X				
Balancing	X					
Reaching Overhead		X				
Reaching Extension		X				
Manual Dexterity			X			
Pushing/Pulling						
1 - 10 lbs.				X		
11 - 20 lbs.				X		
21 - 35 lbs.			X			
36 - 50 lbs.		X				
51 - 75 lbs.		X				
76 - 100 lbs.	X					
Lifting/Carrying						
1 - 10 lbs.				X		
11 - 20 lbs.				X		
21 - 35 lbs.			X			
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person					X	
Talking on Telephone					X	
Hearing in Person					X	
Hearing on Telephone					X	
Vision for close work			X			
Other Sensory Requirements	X					
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)				X		
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)		X				
Operation of equipment, tools, vehicles		X				
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)		X				
Other environmental requirements:		X				

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____