



INSTITUTE OF AMERICAN INDIAN ARTS

DUAL CREDIT COORDINATOR JOB DESCRIPTION

DEPARTMENT	Admissions & Recruitment Department
CLASSIFICATION	NON-EXEMPT
REPORTS TO	Admissions Director
SUPERVISES:	Possible Work-Study

SUMMARY OF RESPONSIBILITIES

The Dual Credit Coordinator will be responsible for representing the Institute in related/assigned efforts with the dual credit program, admission/recruitment and campus-tours. Support the vision, mission and core values of the IAIA.

ESSENTIAL POSITION FUNCTIONS

- Develop, coordinate and implement effective academic outreach and collaborative relationships with the Dual Credit program to educators, parents, prospective students, administrators, counselors, faculty and tribal communities in New Mexico.
- Schedule IAIA courses, hire Instructors in collaboration with IAIA Department Chairs, develop NMHED and Institute articulation agreements.
- Serve as the Institute's liaison with NM Higher Education Department's committee for dual credit programs.
- Develop, maintain and communicate written guidelines of IAIA courses, including documentation of various delivery models, to high school personnel regarding these guidelines.
- Develop semester and annual reports on enrollment and participations levels in academic outreach, early college, and dual credit programs.
- Coordinate on campus workshops/seminars for high school students.
- Conduct dual credit trips to the 22 Pueblos/Tribes of New Mexico and New Mexico high schools to promote and coordinate programs and services.
- Develop program material to market academic outreach programs.
- Complete other duties as assigned pertaining to academic outreach and student retention/support programs.
- Implement the Admissions and Recruitment goals and objectives IAIA's Enrollment Management Plan.
- In collaboration with the Admissions Director to increase Dual Credit enrollment as detailed in the Institutional Strategic Plan 2020.
- Super-User for Admissions module with campus "Student Information System".
- Participate in regular Recruiter meetings to inform Admissions Director and Admissions Counselors.
- Organize guided tours for visitors and potential students.
- Maintain membership in professional organizations.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Minimum of a bachelor degree or an equivalent combination of related education and experience. Plus a minimum of two (2) years program coordinating experience in a higher education environment, which should reflect two (2) year's experience in developing and coordinating multiple programs of a high degree of difficulty and/or two year's experience in creating, implementing and assessing programs focused on student success in a higher education environment. Knowledgeable about New Mexico Pueblos/Tribes and their educational systems is essential. Must have a clean driving record, in order to be bondable to drive an IAIA vehicle.

PREFERRED EXPERIENCE AND EDUCATION

- Experience meeting the academic support and transitional needs of high school students in to a college environment.
- Experience working with Native American students and communities

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and experience in the area of academic outreach and/or student support programs.
- Understanding and sensitivity to American Indian cultures.
- Ability to interact positively with local, regional, national and tribal personnel and post-secondary agencies and organizations.
- Ability to communicate clearly and effectively with all levels and with all people and groups.
- Ability to interact and work successfully with faculty, students, parents and staff as related to job responsibilities.
- Must have sound and competent written, verbal, analytical, and organizational skills.
- Knowledge of word processing and computer capabilities.
- Adhere to appropriate standards of conduct and ethics, including:
 - confidentiality
 - integrity and honesty
 - compliance with directives
 - exhibit ability to adapt to changing work environments
 - cooperate and work respectfully with others
 - participates in pro-active problem solving
 - attend to job duties
 - and participates in meeting as required.
- Ability and skill to demonstrate a pleasant, courteous, and professional demeanor and presence at all times.
- Ability to be a self-starter; highly self-motivated to improve programs and processes.
- Ability to respond to requests in a timely manner.
- Ability to effectively utilize a keyboard/computer for extended periods of time
- Excellent communication skills using the spoken and written word
- Ability to work with moderate supervision, to begin projects independently (or as assigned), and to bring projects (or assignments) to conclusion on a timely basis.
- Demonstrate compliance with all applicable and essential IAIA policies, processes and/or procedures.
- Ability to perform other duties as assigned.

WORKING CONDITIONS

- Ability to see, view and/or review a wide range of information effectively/efficiently.
- Ability to sit at a desk for extended periods of time.
- Ability to reach for, grasp and extend hand or arm in any direction is part of completed essential clerical tasks.
- Ability to receive, interpret and respond to information communicated in various forms (verbal, written, etc.)
- This description is a general statement of required major duties and responsibilities performed on a regular or continuous basis.
- The employee must be qualified and able to drive government leased vehicles.
- The position is subject to the availability of grant funds.
- Performance evaluation will include assessment of work results as described herein.
- There may be other duties as assigned.
- Management has the authority to change/augment/revise the functions and duties, at any time with or without notice.
- This job description does not constitute an employment agreement.