



ALABAMA COMMUNITY COLLEGE SYSTEM

Now Accepting Applications for
**ASSISTANT DIRECTOR OF STRATEGIC
ENROLLMENT MANAGEMENT – EARLY
COLLEGE PROGRAMS**



**For consideration, application materials must be received by
November 17, 2021 at 3:00 p.m. CST.**

POSITION SUMMARY

The Assistant Director of Strategic Enrollment Management- Early College Programs serves as a member of the Student Success Team at the Alabama Community College System and reports directly to the Director of Strategic Enrollment Management. The Assistant Director of Strategic Enrollment Management- Early College Programs serves as a chief resource for dual and accelerated enrollment and provides strategic and operational guidance to ACCS colleges for their early college programs. The Assistant Director of SEM-Early College Programs is expected to cultivate strong working relationships with multiple offices including Admissions, Records, Instruction, Recruitment, Institutional Research, Financial Aid, Marketing, Advising, and all other stakeholders that affect the life cycle of a student across the system. Further, the person in this position is responsible for promoting initiatives to foster effective student-centered, equity-minded, recruitment and completion goals, strategies, and tactics. Additionally, this person will assist in the development of system policy and procedures related to both enrollment management and early college programs and will work with colleges to address issues and ensure compliance.

PRIMARY RESPONSIBILITIES

- ❖ Serve as a resource for community college and K-12 personnel for matters related to dual and accelerated enrollment.
- ❖ Partner with Student Success, Instructional, and Workforce divisions to assess and amend ACCS dual and accelerated enrollment policies and procedures.
- ❖ Arrange and chair meetings of appropriate ACCS personnel to discuss dual and accelerated enrollment policy and procedure.
- ❖ Inform colleges of updates to policy and procedure as well as to system office activities related to dual and accelerated enrollment.
- ❖ Collect and maintain records of college dual enrollment agreements with local education agencies.
- ❖ Maintain a working knowledge of Alabama state dual enrollment policies.
- ❖ Develop and maintain an efficient process for receiving, reviewing, and rendering decisions on college dual enrollment policy waiver requests.
- ❖ Serve as the liaison between Alabama State Department of Education and ACCS to ensure dual enrollment courses are added to the ALSDE course equivalency list.
- ❖ Provide content for dual and accelerated enrollment pages of the ACCS website.

- ❖ Monitor fiscal and programmatic compliance of all grants awarded for dual enrollment.
- ❖ Maintain strong working knowledge of SACSCOC policies related to dual enrollment.
- ❖ Maintain strong working knowledge of common K-12 dual enrollment practices.
- ❖ Provide training and/or support related to dual enrollment for all ACCS colleges.
- ❖ Provide training and/or support related to dual enrollment for Alabama State Board of Education and related high schools.
- ❖ Maintain knowledge of academic policies and course equivalencies as they relate to dual enrollment.
- ❖ Maintain knowledge of legislative policies, allotments, and changes as they relate to dual enrollment.

SECONDARY RESPONSIBILITIES

- ❖ Engage in professional development for variety of student success areas in addition to dual and accelerated enrollment.
- ❖ Assist colleges in developing strategies to promote their dual enrollment programs.
- ❖ Provide exceptional customer service throughout every interaction.
- ❖ Other duties as assigned.

QUALIFICATIONS

REQUIRED

- ❖ Bachelor's degree from a regionally accredited college or institution.
- ❖ Five (5) years of recent, related occupational experience required.
- ❖ Excellent verbal and written communication skills.
- ❖ Ability to plan, organize, and schedule priorities effectively.
- ❖ Exemplify system values in all interactions as well as services delivered.
- ❖ Ability to establish and maintain effective working relationships and relate successfully with others.
- ❖ Ability to collaborate with team members, including conducting dynamic presentations and interacting effectively with diverse populations.
- ❖ Demonstrated ability to display a positive, customer focus with students and groups, and to work effectively in teams.

PREFERRED

- ❖ Master's degree from a regionally accredited college or institution.
- ❖ Three (3) years of recent, related occupational experience.
- ❖ Experience as a high school guidance counselor or college dual enrollment coordinator.

Application Procedure:

Applicants must submit a current résumé, a completed System application form (available online at www.accs.edu), a letter of interest describing qualifications, a separate list of three professional references with contact information, and a copy of unofficial transcripts indicating degree and date conferred. Applications will be accepted by e-mail (charlene.finkelstein@accs.edu), postal mail, or hand delivery. **INCOMPLETE APPLICATION PACKETS WILL BE DISQUALIFIED. PLEASE DO NOT STAPLE DOCUMENTS.**

An application form may be downloaded at www.accs.edu. Complete application packets must be received no later than 3:00 p.m. CST on November 17, 2021. For additional information contact Nikita Payne at 334-293-4603 or nikita.payne@accs.edu or Charlene Finkelstein at 334-293-4628 or charlene.finkelstein@accs.edu.

Please mail applications to:

Alabama Community College System
Human Resources Dept.
Attn: Ms. Charlene Finkelstein
P. O. Box 302130
Montgomery, AL 36130-2130

(Application materials may be delivered in person (in a sealed envelope) to 135 S. Union Street).

Salary range is \$62,600 - \$90,800 dependent upon qualifications and experience.

The Alabama Community College System is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Any offer of employment is contingent upon a satisfactory criminal background investigation. This employer participates in E-Verify.

The Alabama Community College System reserves the right to withdraw this job announcement at any time prior to the awarding.