

**ENROLLMENT & ADMINISTRATIVE COORDINATOR, CORRECTIONAL EDUCATION  
DEPARTMENT**

**GENERAL STATEMENT:**

Responsible for the coordination of enrollment of academic, vocational and continuing education classes for incarcerated students at the Texas Department of Criminal Justice - Institutional Division facilities. Administrative Coordination of Palestine Correctional Education Office.

**REPORTS TO:**

Dean of TDCJ Instructional Programs

**OCCUPATIONAL GROUP:**

Para-professional

**FLSA:** Exempt

**QUALIFICATIONS FOR APPOINTMENT:**

**EDUCATION:**

Associate degree

**LICENSE OR  
CERTIFICATION:**

None

**EXPERIENCE:**

Work experience in the prison environment.

**OTHER:**

Counseling and financial aid experience preferred.

**DUTIES AND RESPONSIBILITIES:**

**CREDIT & C.E. PROGRAMS:**

- Distribute academic and vocational training material.
- Schedule interviews with prospective students to provide orientation information, assist with the completion of admission paperwork, provide financial aid information, and assist students in obtaining educational records.
- Provide counseling regarding course selection, career opportunities, completion requirements, and degree plans.
- Assist College staff with class schedules for each semester.
- Assist students in resolving college-related problems.
- Assist with registration and testing procedures.
- Coordinate activities and security with Windham Continuing Education and TDCJ representatives.
- Assist the Dean of TDCJ Instruction with daily problems and situations that arise at TDCJ facilities regarding TVCC faculty and/or classes.
- Attend meetings and workshops as necessary.
- Work closely with secretaries of the correctional education department and enrollment coordinator to insure that vocational and academic registration of TDCJ students is functional.
- Prepare calendar for academic registration activities.
- Assist with the maintenance of student records for TDCJ students. Maintain student database regarding financial status (youthful offenders, Hazelwood eligibility, etc.)
- Answer correspondence from offenders concerning grades, classes, testing dates, transcripts, etc. Set up enrollment coordinator's layins (after I-60's have been screened for eligibility).
- Responsible for coordination of the Correctional Education Office (Palestine Campus) including the supervision of the vocational and academic secretaries.

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- Order official TVCC transcripts for offenders and send to the requesting party.
- Prepare and submit reports to TDCJ as set forth in the TDCJ contractual agreements.
- Responsible for establishing recruitment criteria by identifying different populations of offenders (youthful offender, THEA eligible, TSI exempt offenders, etc.).
- Schedule offenders for THEA testing. Submit testing list to TDCJ for approval and work with Unit secretaries for tuition payments, etc.

**PRE-SERVICE COORDINATION:**

- Resolve any problems that arise in the Pre-Service program.
- Work with officials from TDCJ in regards to the scheduling of pre-service classes, TDCJ interviews, maintaining updated curriculum for Pre-Service program, reporting class progression to the Personnel Department of TDCJ.
- Administer all TDCJ pre-employment exams. Assist TDCJ recruiter as needed for interviews.
- Maintain files on Pre-Service instructors and submit special assignment agreements to appropriate offices.
- Maintain records on grades and attendance and report to TDCJ concerning grades, graduation certificates, range records, defensive tactics records, etc.
- Administer all tests to Pre-Service students during the seven-week training program and assist in other areas as needed.
- Establish teaching schedule for Pre-Service instructors and arrange for substitute teachers as needed.
- Maintain database of applicants/students for Pre-Service Program and produce reports for TDCJ (test rosters, interview schedules, enrollment rosters, etc).
- Register eligible Pre-Service students on AS400 and prepare paperwork to be sent to the Registrar's Office.
- Maintain curriculum files and update as changes are received from the TDCJ Training Department. Make sure all instructors have current lesson plans and teaching aids.
- Coordinate recruiting efforts with TDCJ and Texas Workforce Commission. Schedule advertising in area newspapers as needed. Distribute fliers for each class to area offices and public bulletin boards. Attend TDCJ community meetings to speak and promote the TVCC Pre-Service Program.
- Work with different entities on financial aid for TDCJ applicants/students.
- Other duties as assigned by the Dean of TDCJ Instructional Programs and Provost, Palestine Campus.

**PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.
- May be subjected to adverse working conditions at TDCJ.

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

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*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved: 11/21/03*

*Revised: 11/2/07*