



Trinity Valley Community College

Job Description

Dual Credit Specialist

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Provide support to the Director of Dual Credit by providing administrative support

REPORTS TO:

Director of Dual Credit

SUPERVISES:

None

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

High School diploma or GED

PREFERRED:

Associates Degree

EXPERIENCE REQUIRED:

Two years' experience in office administration required.

OTHER LICENSES OR CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS REQUIRED:

- Typing/Data Entry
- Computer software proficiency – Microsoft Office
- Operating equipment – office or otherwise
- Written and oral communication
- Interpersonal and/or customer service skills
- Basic Math
- Attention to detail
- Time management
- Federal Regulations and Directives
- Administrative practices

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Assist in record keeping, files and filing systems.
- Monitors and answers telephone calls.
- Provide face-to-face, phone, and online live chat support for dual credit students, parents, and high schools.
- Assist with ordering supplies and materials.
- Assist in the dual credit marketing tasks.
- Open, sort and route incoming and outgoing mail.
- Assist in preparation of memos, mailings, spreadsheets, and reports.
- Maintain updated ISD and high school staff contact lists.
- Assist with dual credit registration activities, including collaborating with the registrar's

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- office and processing registration documentation.
- Assist in the maintenance of the dual credit website and dual credit handbooks.
- Assist with the development of embedded course schedules.
- Collaborates with Director of Dual Credit to develop and implement long-range plans and strategies for the TVCC Department of Dual Credit.
- This job description shall include, but is not necessarily limited to the above duties. This position may temporarily perform other duties as assigned to maintain operations and services as assigned by appropriate supervisory personnel.
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Cellular Phone
- Personal computer and peripherals
- Multi-line phone system
- Scanner

PHYSICAL DEMANDS:

- Requires: Reaching, Standing, Finger dexterity, Talking, Hearing, Seeing, Repetitive Motions, Sedentary Work, Computer Work
- Subject to: Walking
- May need: Stooping

MENTAL DEMANDS:

- Emotional Control under stress: Less than 25% of the time
- Frequent Interruptions: Less than 25% of the time

OTHER DEMANDS:

None

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

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 7/18/01

Revised: 10/14/2021

Classification:	Staff	Coordinating/Non-Coordinating:	NC
FLSA Status:	Non-Exempt	TVCC Job Code:	1766
DBM:	A	Travel Required:	None
IPEDS/SOC CODE:	43-9199	Employment Status:	Full-Time
Salary Grade:	120	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

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