

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Student Assistant for Dual Enrollment

DEPARTMENT: Dual Enrollment

DATE: September 10, 2020

SCHEDULE: Temporary, Part-time (10-20 hrs) Hours TBD

REPORTING SUPERVISOR: Dual Credit Coordinator

FLSA: Non-Exempt

JOB FUNCTION:

Provides support services to the Dual Credit Coordinator and helps facilitate in the daily operation of Drury University's Global. Online Dual Credit Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This job description is not to be construed as an exhaustive statement of duties, or responsibility requirements. Employees may be required to perform other job related instructions as requested by the supervisor, subject to reasonable accommodation.

Percentage Of Time	Frequency	Description
50%	Ongoing	Assists in the processing and input of admissions and registration data for the dual credit program. Collaborates with the dual credit coordinator for timely and accurate data entry. Manages the implementation of data tracking changes for accurate reporting. Utilizes EX, JRM, LMS and MyDrury platforms and other relevant systems to generate and maintain admissions and enrollment data. Update, maintain, and produce reports regarding admissions and enrollment for dual credit course registration.
30%	Ongoing	Manages online application and registration processes for all new incoming dual credit students. Monitors the quality and integrity in the admissions databases. Collaborates with university Departments, such as the Business Office to organize and ensure appropriate reporting of student registration and payroll; organizes and reports the reimbursement payment to partnering high school for dual credit coursework.
10%	Ongoing	Provides support to dual credit coordinator by assisting with general clerical duties, events, marketing, mailings and textbook distribution, as well as email and phone communication with dual credit high school counselors and families.
10%	Ongoing	Perform other duties as assigned or critical to the operation of the dual credit department.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to keyboard and prepare documents and enter information accurately.
2. Good math skills are necessary for calculating account balances, book prices, tuition, fees, and preparing information for Financial Services.
3. Ability to use a PC and mainframe and related software, especially Microsoft Office (Excel, Word, PowerPoint) for preparing letters, memos, spreadsheets, and announcements.
4. Effective customer service and communication skills are required for communicating effectively with visitors, reporters, students, alumni, faculty, and staff in person, through e-mail, and by telephone.
5. Attention to detail and the ability to concentrate for providing accurate information and completing work assignments in a distracting atmosphere.
6. Ability to organize work to effectively deal with the many aspects of the position.

7. Ability to use a scanner and copy machine to duplicate material for faculty.
8. Ability to maintain confidentiality.
9. Ability to set goals, to prioritize and organize tasks and workload in order to complete assignments in a timely manner.
10. Ability to maintain a positive environment in the office.
11. Ability to remember and recall details and events in order to remember students' interests and educational needs.
12. Ability to learn how to perform registrar module entry and recruiting information.
13. Ability to have a professional and neat appearance for greeting and working with prospective students and faculty.
14. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
15. Must have completed a FAFSA form (Financial Aid) for the current academic year.

WORK CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

PHYSICAL REQUIREMENTS:

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