



Title: Dual Credit Program Coordinator

Campus: Uvalde

Job ID: 252629710101

Closing Date: May 8, 2026

Job Duties: Serve as a dual credit liaison to a portion of the service area high schools. Responsible for the facilitation of college pathway initiatives, class schedules, student registration, billing, and related SACSCOC and TEA tasks for those sites. Assist with and help coordinate professional development activities for ISD partners. Assist with maintaining the dual credit website. Produce reports, letters, and other documents. Ability to communicate effectively with students and community stakeholders. Other related duties as assigned. This position reports to and is supervised by the Director of Dual Credit Programs.

Classification: Full-time, Non-Exempt

Department: Dual Credit

Salary: Professional Schedule Group II; twelve-month position.

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATIONS

Education: Bachelor's degree with experience in secondary or post-secondary education; master's degree preferred.

Experience & Training: Minimum three years recent experience in secondary/post secondary education. Experience in developing and delivering presentations to students, parents, community as well as administrators at the secondary and post secondary level. Excellent communication and human relations skills. Ability to work efficiently and independently. Ability and skill to manage a high volume of work is necessary.

Additional Qualification Requirements: Ability and skill to manage a high volume of work are necessary. Must be able to demonstrate experience working effectively with individuals from diverse backgrounds. Must have excellent English, writing, and oral communication skills. Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodation, the essential functions of the job. The candidate must be authorized to work in the U.S., provide verifiable credentials, and successfully complete the background checks specified for the position. Must have a valid driver's license and be insurable through SWTX insurers. Travel is required to other locations served by the college.