

Non-Classified Central Pool Justification Form



Institution:	Arkansas Tech University	Date:	4/30/2014
Requested Authorized Title:	Coordinator of Off-Campus Courses	LIM:	\$97,659
Working Title:	Coordinator of Off-Campus Courses	Estimated Salary Range:	\$46,000-\$56,000

Board Approval Date	April 17, 2014
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Justification

Due to commitment of improving college readiness, Arkansas Tech University's concurrent enrollment has increased by 153% since 2008. With the ongoing state and the recent federal focus on dual and concurrent enrollment, additional staff is required to support continuing and upcoming initiatives. The primary function of this position will be to assist the AVP for Enrollment Management with the implementation and expansion of dual and concurrent enrollment programs with the intent to decrease the cost of college to families and accelerate postsecondary credentials.

Educational Requirements

Master's Degree from an accredited college or university. Successful demonstration of curricular and/or program development. Detailed, organized and able to work with multifaceted and complex systems. Demonstration of ability to provide leadership and direction to diverse group of individuals. Demonstrated understanding of educational processes. Proficient with relevant technology. Experience in post-secondary education.

Duties

- Serve as college liaison to high school administration, counselors, teachers, or off-site partners.
- Work closely with the district liaisons to aid in communication and planning.
- Work collaboratively with Academic Deans and Department Heads for program development, implementation, faculty qualifications, and faculty evaluations.
- Ensure consistency and quality of concurrent enrollment classes and programs.
- Ensure the completion of required college processes including assessment, grading and attendance policies, and data collection.
- Plan, organize, and present concurrent enrollment faculty orientations.
- Coordinate faculty observations and process travel requisitions each year.
- Collect and audit syllabi to ensure policy compliance with course curriculum and textbooks requirements.
- Oversee and process all concurrent admission.
- Keep concurrent enrollment web pages current.
- Develop a yearly schedule of concurrent enrollment classes and ensure all classes are built for semester.
- Oversee and process all concurrent registration.
- Work closely with faculty to ensure accurate rosters, submissions of grades, and grade records.

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Additional Information

The Coordinator for Off-Campus Courses will be a new hire to support the growing concurrent enrollment program. The Coordinator for Off-Campus Courses will report to the Assistant Vice President for Enrollment.

Decision (for official use only)

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| <input type="checkbox"/> Approved | <input type="checkbox"/> Rejected |
| <input type="checkbox"/> Approved with modifications | <input type="checkbox"/> Deferred |

Justifications

Signatures (for official use only)

Institutional Finance		Date:	
ADHE Director		Date:	