



SIERRA COLLEGE IS RECRUITING FOR

Dual Enrollment Program Coordinator

FINAL FILING DATE: 12/10/2024

Salary Info: Classified position, starts at \$32.33 per hour

[Link to Job Posting](#)



SIERRA COLLEGE AT A GLANCE

Sierra College is an award-winning community college located near Sacramento, California where a heavy emphasis is placed on academic excellence, equity-mindedness and student success.

Since its founding in 1936, Sierra College has focused on quality instruction and meeting the evolving needs of the students and communities it serves.

The Sierra Community College District serves over 17,000 students at our main Rocklin campus, as well as our three centers located in Grass Valley, Tahoe-Truckee, and Roseville.

ROCKLIN
ROSEVILLE
GRASS VALLEY
TRUCKEE
ONLINE

[**www.sierracollege.edu**](http://www.sierracollege.edu)

POSITION DUTIES AT A GLANCE

- Serves as the primary point of contact for high school partners and District staff on matters related to the schedule, grades, drop/adds, withdrawals, textbook adoptions, and other related program topics; responds to inquiries and disseminates technical and/or other information regarding dual enrollment programs, services, policies, and procedures; serves as a liaison between partnering school site administrators and District division deans to coordinate the scheduling of dual enrollment course offerings.
- Identifies and resolves operational problems, administrative issues, and other workflow matters raised by high school instructors and administrators, District administrators, and/or students in the program; elevates issues to the assigned manager, as needed; maintains effective communication and ensures timely reciprocal exchange of information with key stakeholders.
- Demonstrates an understanding of educational equity and promotes and implements it through all aspects of program administration.
- To see the full scope of duties and responsibilities, please [click here](#).

EDUCATION & EXPERIENCE GUIDELINES

Education/Training

Equivalent to completion of the twelfth grade or General Educational Development (GED) supplemented by college level course work in education, business administration, human resources, marketing, or a related field.

Experience

Two years of increasingly responsible experience in administrative support.

Please note that any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.



WHY SIERRA?

- One of Aspen Institute's Top 150 Community Colleges in the nation
- The Accrediting COMMISSION recognized Sierra "for its exemplary practice of providing personnel with opportunities for continued professional development in order to meet its mission." This includes providing students and employees with a robust set of programs, events, and conferences related to equity-mindedness and supporting the success of our students, etc.
- Public Employee's Retirement System (PERS)
- 18 paid holidays (including extended time off during the winter break)
- 12 accrued paid vacation days per year (vacation accrual increases over time)
- Competitive benefits package
- Flexible work schedules may be available
- Currently during summers, some employee groups participate in 4x10 schedules
- Qualifying Employer for Public Service Loan Forgiveness (in most cases)

WHO WE SUPPORT

Currently, Sierra College enrolls 17,800 students per term, where approximately:

- 22.8% of Sierra College's students are Latin(o)(a)(x)(e),
- 7.9% Multiethnic,
- 6.1% Asian,
- 3.2% African American,
- 2.4% Filipino,
- .5% American Indian/Alaskan Native,
- .4% Pacific Islander,
- 54.8% White