

Assistant Director, Dual Credit
Lee College

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Posted Jul. 21, 2025, set to expire Jul. 29, 2025

Job Title Assistant Director, Dual Credit
Department
Institution Lee College
Baytown, Texas

Date Posted Jul. 21, 2025

Application Deadline 07/29/2025
Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Enrollment Management/Registrar
Public Relations/Marketing

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Job Description

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Assistant Director, Dual Credit

Salary: \$73,049 - \$84,008

Job Type: Full-Time

Job Number: FY2300591

Location: Main Campus - Baytown, TX

Division: Provost/Academic & Student Affairs

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Position Overview

Starting Salary Range is \$73,049 - \$84,008. The initial salary offer is commensurate with education and related work experience.

The Assistant Director of Dual Credit Programs, reporting to the Director of Dual Credit Programs, provides strategic support to Director in day-to-day operations, planning, developing, and budgeting of the dual credit programs department. This position serves as the primary liaison with academic affairs to facilitate dual credit faculty hiring and course assignments, ensuring the program's operational excellence. The Assistant Director plays a key role in fostering program growth, maintaining compliance, and building strong relationships with stakeholders to expand access to high-quality dual enrollment opportunities.

Essential Duties & Responsibilities

Program Development and Administration:

- Collaborate with the Director to promote, grow, and enhance the dual credit program through targeted marketing and strategic planning.
- Assist with the development and dissemination of clear guidelines for instructors, schools, students, and parents to ensure consistent program implementation.
- Collaborate on maintaining and updating the Memorandum of Understanding (MOU) to reflect evolving dual credit partnership needs, program standards, and compliance requirements.
- Assist in the interpretation, implementation, and compliance with federal, state, and institutional policies to ensure dual credit programs comply with all regulatory requirements.
- Facilitate the creation, distribution, and regular maintenance of dual credit handbooks as a comprehensive resource for all stakeholders.
- Assist with setting measurable program goals and track outcomes to assess and improve effectiveness and accountability.

Stakeholder Collaboration and Communication:

- Serve as a point of contact for public, private, and home-school settings, responding to inquiries from counselors, students, parents, and other stakeholders, providing expert guidance and support.
- Serves as point of contact to coordinate faculty liaison site visits at partner high school campuses.
- Conduct regular site visits to service area high schools to facilitate communication, provide

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support, and strengthen relationships.

- Collaborate with college advisors, counselors, and staff to stay current on program updates and align dual credit processes with broader institutional goals and best practices.
- Represent the dual credit programs office delivering presentations to internal and external audiences, including school district and high school administrators, community organizations, and Lee College stakeholders.

Operational Support:

- Oversee efficient enrollment activities, ensuring seamless registration processes and adherence to deadlines and compliance requirements.
- Supervise all administrative data entry in the PeopleSoft system, including course offerings, rosters, reporting, all record-keeping of course offering.
- Generate and analyze data reports to inform decision-making and demonstrate program performance.
- Coordinate with Lee College advisors, counselors, and staff to stay informed about program updates and best practices.
- Support the hiring, onboarding, and professional development of dual credit staff and faculty.
- Assist dual credit advisors in ensuring students meet eligibility requirements and stay on track academically.
- Maintain and regularly update dual credit content on the Lee College website.

Additional Duties & Responsibilities

- Provide additional support during peak registration periods, which may require extended hours and additional responsibilities.
- Participate in institutional and departmental committees or initiatives as needed.
- Perform other duties as assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

- Bachelor's (or higher) degree
- Three (3) years of related work experience
- Excellent computer skills with the Microsoft Office suite, in particular, Word and Excel
- Ability to develop and maintain reports about dual credit programs and furnish data, as requested
- Excellent oral and written communications skills

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- Ability to establish rapport and work collaboratively with faculty, administrators, and other staff members in both college and high school settings
- Must be able to travel - Assignment will include in-district high schools, as well as service area high schools in East Harris, Liberty, Chambers Counties, and other locations with signed MOUs
- Must be available to work evenings and weekends when needed
- Understand Texas Higher Education Coordinating Board rules regarding dual enrollment programs
- Ability to work well with individuals from diverse backgrounds

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/5008174/assistant-director-dual-credit>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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