Coastal Bend College is accepting applications for a full-time Dual Enrollment Specialist

**Location:** Beeville  
**Salary:** $35,333  
**Begins:** ASAP  
**Application Deadline:** Until Filled  
**Education:** Bachelor’s degree from regionally accredited institution in education, psychology, or a closely related field.  
**Qualifications:** A minimum of two (2) years’ experience in college or university setting environment to include working with a diverse population of high school students, parents, community, and college staff. Must be able to maintain a flexible schedule and work accurately in a fast paced, multi-tasked, deadline oriented environment. Possess extensive knowledge of latest Microsoft Office Suite, demonstrate excellent oral, written and interpersonal communication skills.  
**Function:** The Dual Enrollment Specialist assists in the operation of the College’s Dual Enrollment Program including service to current and prospective students. The specialist provides excellent customer service and advising to students, parents and counselors regarding all aspects of the dual enrollment program.  
*This is a Grant Funded Position.*

**In order to be considered for this position, your application packet must include the following:**

1. A CBC [application](#) for employment, completed in its entirety  
2. Resume with cover letter (optional)  
3. Copies of all required licenses, if applicable  
4. Copies of transcripts from all institutions attended

For more information please call 361.354.2224 or email humanresources@coastalbend.edu

Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age or disability.