Coastal Bend College is accepting applications for a full-time

**DUAL ENROLLMENT/ECHS SPECIALIST**

**Location:** Beeville  
**Salary:** $35,334/yr  
**Begins:** ASAP  
**Application Deadline:** August 5, 2016

**Function:**

Responsible for the registration, recruitment and retention of dual enrollment students participating in CBC's workforce/technical programs.

**Experience and Education:**

Bachelor’s degree in education or related field from an accredited college or university.

Knowledge of policies and procedures at the community college level regarding dual enrollment; basic computer software: word processing, spreadsheet, and presentation; graphics and database programs; instructional processes in community colleges; proper writing and grammar principles.

Ability to develop effective programs that advocate for CBC; make presentations to large and small groups of people; coordinate various projects simultaneously; interact well with diverse populations; identify and meet customer needs with exceptional customer service; must be able to maintain a flexible schedule and work accurately in a fast paced, multi-tasked, deadline-oriented environment; communicate effectively orally and in writing; establish cooperative working relationships in the course of performing assigned duties.

*Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age or disability.*
Criminal history and other background checks will be required of the finalist candidate for the position. Satisfactory reference and background checks are a condition of employment.

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

1. A CBC [Professional 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

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