

DUAL CREDIT PROGRAM COORDINATOR (Project EXCEL) – Vincennes, IN Full-time

Vincennes University is seeking highly motivated applicants for the position of Dual Credit Program Coordinator for Vincennes University's dual credit programs. This is a 12-month, professional staff position with benefits.

This position's primary responsibility is coordinating dual credit faculty liaison and instructor activities for VU's Project EXCEL and Early College programs. This position will facilitate relationships and communication between VU faculty liaisons and partner school instructors.

Responsibilities include:

- Conducting orientation sessions for new VU faculty liaisons.
- Facilitating and conducting annual faculty liaison lunch meetings.
- Managing site visit and professional development tracking process.
- Coordinating dual credit professional development, including associated activities and tasks.
- Processing faculty liaison orientation, site visit, and professional development reports.
- Processing VU Car Reservations for dual credit faculty liaisons, as needed.
- Coordinating hotel reservations for dual credit instructors, as needed.
- Processing travel vouchers for dual credit faculty liaisons.
- Processing travel vouchers dual credit instructor orientation and professional development sessions.
- Facilitating coordination of curriculum and administrative orientations, for new Project EXCEL instructors.
- Overseeing the Project EXCEL syllabi approval process and related activities.
- In and out of state traveling may be required for program meetings and conference attendance.
- Developing and delivering oral and written presentations to various audiences.
- Maintaining related program and event records.
- Ongoing communication with internal and external VU stakeholders.

Successful candidates will have/be:

- An associate degree – required (bachelor degree preferred).
- A self-starter who can manage multiple priorities and projects, concurrently, with minimal supervision.
- The ability to communicate, both orally and in writing, in an effective, professional, and tactful manner.
- The ability to establish positive, professional relationships and rapport with all stakeholders.
- The ability to maintain confidentiality.
- The ability to problem solve, think critically and prioritize workload.
- Willing, and able, to work additional hours, which may include evenings and weekends, to accommodate program needs.
- Proficient in email communication, Windows environment, Internet applications, and Microsoft Office.
- The ability to prepare and evaluate reports for program/event/task reporting, growth, and improvement purposes.
- A valid driver's license, and be able to transport him/herself to off-campus locations, professional development conferences, and organizational meetings.

Benefits:

Candidate will be eligible for all benefits available to a full-time employee of Vincennes University. More information can be found by visiting the Benefits page of the VU website: <http://vinu.edu/human-resources>

How to Apply:

Interested applicants should submit a cover letter, resume, and three professional references to Human Resources by email to jobs@vinu.edu or mail to Human Resources, 1002 North First Street, Vincennes, IN 47591.

Applications will be accepted until the position is filled. Interviews may be held concurrently with the advertising period.

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Please note, the selected candidate may be required to submit to a criminal history background check.

Vincennes University is an Equal Opportunity and Affirmative Action Employer.