

Dual Enrollment Assistant

A dual enrollment assistant will have the ability to work with high achieving high school students that are taking courses via online at the University of Florida. With this position, you will have the opportunity to:

- Counsel/advise students via phone/Skype sessions
- Communicate with school district personnel in order to facilitate student enrollment
- Process in-house enrollment applications and monitor Non-degree seeking applications
- Communicate with Registrars office to assist in student matters
- Manage students emails/phone calls
- Conduct grade checks on students enrolled in the program
- Assists in general office needs
- Answer initial program inquiries
- Become familiar with OUR and Bursar's role and direct students to each department accordingly
- Direct students to pointed College of Education website references
- Route prospective students through the non-degree application (NDAP)
- Provide personalized customer service through availability, follow up, and prompt action to assist prospective students in getting through the admission process
- Track student communication through point of non-degree application processing
- Will perform data entry with relation to the compilation of mailing lists and assist with certain program marketing and recruitment efforts for said programs and certificates

General knowledge should include:

- Working with the public in a positive and professional manner
- The ability to relay accurate and helpful information to customers/students
- General knowledge of Microsoft Office including Word, Excel, and Power Point
- Creating and updating Excel spreadsheets
- Efficient and transferable documentation tracking

This is a part-time OPS position. If interested, email Resume/CV and cover letter to LFE@coe.ufl.edu. Please include availability.