

College Credit Plus Program Manager

POSITION: CCP Program Manager
SUPERVISOR: Executive Director of Undergraduate Admissions
DEPARTMENT: Enrollment Management

GENERAL JOB DESCRIPTION

The College Credit Plus (CCP) Program Manager oversees the application, admission, enrollment and advising processes for all prospective, current and returning CCP students (formerly referred to as high school options programs: dual enrollment and post-secondary education options or PSEO). Advising includes course selection, prerequisite requirements and degree offerings in person, over the phone, by e-mail, or other delivery formats as needed. The CCP Program Manager also promotes the CCP program and works to develop new high school partnerships.

MAJOR DUTIES AND RESPONSIBILITIES

- Oversees the application, admission, enrollment and advising processes for all prospective, current and returning CCP students;
- Aiding students through the advising process, including course selection, prerequisite requirements and degree offerings;
- Present information to University constituents regarding CCP, as well as to School Districts to recruit CCP students and obtain CCP partnerships between the School District and the University;
- Promote and develop new CCP partnerships;
- Work collaboratively with other university constituents to ensure the CCP program is running smoothly and establishing new pathways (curriculum development);
- Serves as point of contact for high school administrators for the CCP program;
- Collects and maintains student contact information for reporting purposes;
- Collaborate with the University's data analytics team to ensure state reporting requirements for CCP Program are met per legislative mandate;
- Organizes and runs the CCP orientation for new students;
- Manages course materials;
- Assists the Undergraduate Admissions team with visits and other tasks as needed;
- Maintain effective interpersonal and departmental communication;
- Exhibit skills and attitudes that reflect good customer service;
- Correspond with prospective students;

- Evening and weekend work required; and
- Other duties as assigned.

QUALIFICATIONS FOR THE JOB

- Bachelor's degree required; Master's degree preferred;
- Strong interpersonal skills; including ability to develop and maintain effective, collaborative professional relationships with staff and faculty colleagues;
- Strong listening and organizational skills. Excellent oral and written communication skills essential. Ability to think creatively and strategically;
- Knowledge of and strong skills in the use of technological tools and systems used to support and deliver admission programs and services to prospective and current students including creating and using such tools as database, report generators, word processing, electronic mail, spreadsheets, and electronic presentations;
- Minimum technology requirements including ability to do word processing, send and receive electronic mail and attachments, access and download information from the Web to print or create file, create and use spreadsheets (Excel) create electronic presentations (PowerPoint), update basic web site information;
- Domestic travel required; and
- Understanding of and commitment to Tiffin University's Vision, Mission, and Values.

EXPECTED KEY COMPETENCIES (ORGANIZATIONAL FIT)

<i>Interdependence:</i>	Fosters collaboration across the University
<i>Communication:</i>	Strong decision-making and communication skills
<i>Accountability:</i>	Formulates effective and progressive strategies aligned with University mission and values
<i>Respect:</i>	Creates an engaging, collaborative classroom environment by bringing diverse students and ideas together.
<i>Entrepreneurship:</i>	Influences and Inspires

PHYSICAL REQUIREMENTS

Ability to sit and or stand periodically for long periods.



We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.

***NONDISCRIMINATION POLICY:** Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.*

Tiffin University is an Equal Opportunity Employer