



**Office of Human Resources**

**POSITION DESCRIPTION**

<b>TITLE:</b>	Coordinator (Student Retention)
<b>LOCATION:</b>	Office of Opportunity and Outreach
<b>REPORTS TO:</b>	Dean, Office of Opportunity and Outreach
<b>GRADE:</b>	CCRIPSA 12
<b>WORK SCHEDULE:</b>	Non standard, 35 hours per week
<b>SUPERVISES:</b>	May supervise student help, seasonal employees, grant employees, temporary help

**BASIC FUNCTION:**

The Coordinator of Student Retention assists with the development and operation of CCRI's Center for Excellence & College Readiness in accordance with grant specification and College to increase student retention and persistence; assist with galvanizing a statewide network for college access programs and its ongoing operation; supports other related college-wide data driven student persistence and retention efforts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist with developing and operating CCRI's new Center for Excellence & College Readiness in accordance with grant specifications and College goals to increase student retention and persistence
- Assist with galvanizing and operating a statewide network for college access programs, whose focus will be on program support and expansion, coordination of services, fundraising, collaboration, technical assistance, and professional development for access practitioners, sharing of data and best practices, and policy advocacy.
- Assist to improve students' college readiness and completion rates via targeted interventions including access to college success course curriculum, learning communities, and academic diagnostics early in the high school journey; develop measures to determine success rates
- Produce reports as directed
- Manage budget as directed
- Develop appropriate college readiness resources for students
- Develop related website

**Knight Campus**

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- Utilize existing academic measures (such as Accuplacer) as an early diagnostic tool for students considering postsecondary education.
- Provide single course scholarship opportunities for high school students who wish to “try” college
- Offer workshops in collaboration with Campus Compact (or other external partners) that focus on building partnerships and minimizing or eliminating duplication of efforts with statewide community-based and academic partners.
- Communicate the common expectation of college readiness to all stakeholders, including businesses, workforce and economic development associations, and educational institutions.
- Utilize the retention and completion data available through the Office of IR&P to monitor student progress and monitor initiatives to promote student progress
- Assist with the on-going development and expanded use of the retention and completion reporting system to support student retention efforts
- Provide best-practice information on retention efforts to the CCRI community
- Develop and maintain close working relationships with the academic departments to identify high risk students
- Participate on campus-wide committees to help promote and develop effective student retention strategies
- Perform other related duties, responsibilities and staff development activities as directed

#### **LICENSES, TOOLS AND EQUIPMENT:**

Knowledge and proficiency using Banner system (Sungard); High level of expertise using MS Excel; other personal computer software including MS Access; calculating equipment; copying equipment; telephone system.

#### **ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions

#### **QUALIFICATIONS:**

- Master's degree required in related field, such as education, counseling, psychology highly required
- A minimum of three (3) years experience in providing student support services
- Demonstrated advocacy and commitment to student success and a deep understanding of the challenges faced by community college and developmental education students
- Subject matter knowledge and experience of student retention issues
- Knowledge of grant management and administration essential.
- Significant professional experience with problem solving and conflict resolution
- Ability to work independently as well as in a team environment
- Well developed oral and written communication, planning skills, and adaptability
- Experience in project management, teambuilding and budget management necessary
- Ability to establish and maintain cooperative working relationships with faculty, staff and students is essential
- Ability to work on multiple tasks simultaneously and follow through all phases to completion
- Strong, highly developed computer application skills, including MS Word, Excel, and PowerPoint required; Experience with MS Access preferred

**CCRI is an Equal Opportunity / Diversity Employer.**

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor

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