

Sul Ross State University
Position Description

Official Title: Academic Retention Coordinator

Job Code: 3216

Salary Group: Classified 13 (31,781), 100% Grant Funded by Department of Education.

Summary

Function: Develop and Pilot the Peer Mentoring Program for the Title V El Camino grant project. Provide professional advising assistance for Academic Departments as part of the Educational Career Program in the Title V Grant Project. Develop and pilot academic retention strategies for the grant project. Develop and pilot the 4 year education career plans as part of the student success initiatives in the grant project. Assist in training faculty on the use of Degree Works. Coordinate the ESL Resource Center including supervising Student Peer Tutors. Assist with other grant objectives as needed.

Scope: Work with grant project team to develop and pilot programs related to grant objectives.

Duties

Essential: Develop and pilot the peer mentoring program as written in the grant objectives. Develop, pilot and implement retention strategies for students from sophomore to graduation working with academic departments. Learn the advising process and assist academic departments with the transition of students from the Lobo Den advising center to their faculty advisor. Work with academic departments to create 4 year education plans for each major. Assist in the training of faculty for Degree Works degree audit tracking system. Coordinate the hiring of ESL peer tutors as well as developing/piloting the ESL Resource Center.

Non-Essential: Unique to the particular department and other duties as assigned.

Supervision

Received: Reports to the Title V Project Director

Given: none

Education

Required: Bachelor's degree.

Experience

Required: Experience working with college students and faculty. Knowledge of collegiate academic advising.

Preferred: Experience coordinating and developing programs related to retention. Experience with Title V.

Equipment/Skills

Required: Excellent oral and written communication skills.

Preferred: Bilingual

7/12/2016