

Sul Ross State University

Position Description

Official Title: FYE Retention Coordinator – Lobo Den

Salary Group: Classified (13) Exempt

Job Code: 3218

Summary

Function: Assist in the design, development and delivery of essential elements of the FYE Pilot Program

Scope: Work with team to design, plan and implement FYE support.

Duties

Essential: Coordinate the FYSYE advising component and development of retention strategies including learning communities. Work with LC Faculty and Activity Director to integrate new academic advising practices. Develop and administer evaluations and direct collection of all project data related to FYSYE advising Activity Objectives. Work with Project Manager and LC Faculty to develop and Pilot Learning Communities. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

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

Supervision

Received: Reports to the Title V Project Manager/Activity Director

Given: none

Education

Required: Bachelor's degree in Counseling, Education or related field or 3 years equivalent experience.

Preferred: Master's Degree in Counseling, Education or related field; experience teaching Freshman seminar courses.

Experience

Required: Experience working with college students and faculty, experience developing and administering programs related to retention.

Preferred: Knowledge of collegiate learning communities and/or advising.

Equipment/Skills

Required: Excellent oral and written communication skills.

Preferred: Bilingual

Working Conditions

Usual: Exempt from Overtime provisions. Position is Security Sensitive.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: 02/06/82014