Assistant Director of Retention Management

Job Code 50011423

General Description

Responsible for supporting the University’s retention of students by fostering mentoring relationships between students and faculty/staff/peers by managing programs, records and assessments.

Example of Duties

Design and implement programs targeting students with low retention rates.
Match students with appropriate mentors.
Coordinate success programs and recognize positive faculty/staff contributions.
Administer the Community Staff Development and Educational Staff Development teams.
Provide transition services for transfer students.
Assist in the development of annual report and promotional needs.
Assist in maintaining program’s budget.
Generate data on the success of student programs and trends in retention.
Perform other duties as assigned.

Knowledge, Skill and Abilities

Knowledge of: student services and development; counseling, advising, and mentoring; retention programs and success.

Skill in: critical thinking; prioritizing retention methods; referring students to appropriate campus resources; evaluating results.

Ability to: work under pressure; interpret, present and persuade; design effective programs within budget; target appropriate audiences; analyze statistical data; design and implement new strategies.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.
Other Requirements