



Associate Director, Retention Management and Planning

Job Code 50023697

General Description

Manage and oversee the operations of the student retention initiatives.

Examples of Duties

Design, develop, and implement programs targeting student groups with lower retention rates such as male students, college access students, students on probation, and second year initiatives.

Implement the mentoring opportunities for students with faculty, staff, and peers.

Oversee program, office, and personnel budget.

Supervise Student Development Specialists.

Coordinate University New Student Convocation Program for all new students.

Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: University policies and procedures and Board of Regents rules; faculty and staff rules and regulations; university catalog.

Skill in: Preparing clear, concise, and grammatically correct reports; establishing rapport with faculty, students, and staff, coordinating effective management of projects; operating a personal computer and related software.

Ability to: Read and interpret manuals and understand university policy and procedures; perform basic math; delegate responsibilities to others; interpret research & retention documents.

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