

## **Director, Retention, Management and Planning**

### **Job Code 50009575**

#### **General Description**

To provide centralized coordination of retention-related research, studies, programs and services. This individual is also responsible for the director's strategic planning process, assessment and research, program staff development program, technology resources acquisition and implementation and to provide quality control and budgets for divisional publications.

#### **Examples of Duties**

Provide centralized coordination of retention-related research and studies.

Collect and analyze data to profile student characteristics and trends for retention initiatives and university-wide retention goals.

Design and conduct surveys and focus groups to determine why students leave the university and why students stay.

Develop retention strategies based on research and students.

Track and monitor students progress.

Evaluate and assess programs and services through data collections and analysis.

Make recommendations to develop or enhance programs focused on freshmen transition and first year experiences to provide a connection to the university and encourage student engagement.

Work collaboratively with other units to provide referrals and facilitate resolution of student problems in a timely manner.

Direct the Strategic Planning process for the division of Student Affairs and VPSA.

Represent Student Affairs on University committees.

Serves as supervisor of Sr. Admin and 2 GRA positions in the VPSA office, conducts office meetings.

Develop and provide divisional programs, workshops and presentations.

Develop, edit, and approve divisional publications, monitor publication account.

#### **Knowledge, Skills, and Abilities**

**Knowledge of:** Higher education and student services/development; counseling advising and mentoring; designing and implementing new strategies, programs and services.

**Skill in:** Preparing clear technical reports, publications evaluations; problem solving and decision making; critical thinking and analyses.

**Ability to:** Use computers, software and web based applications; work under pressure with precision and high quality product; articulate values and philosophies of the VPSA and SAC.

**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**