

Sul Ross State University

Position Description

Official Title: Retention Specialist

Salary Group: 12

Job Code: 3617

Summary

Function: Will work cooperatively with the SSS staff and related support personnel in the University; maintain a caseload of 80 participants.

Duties

Essential: Provide academic, career, social/personal, financial, and graduate and professional school counseling to individuals and groups of students in the Project; teach career exploration workshops; coordinate services with University counselors; provide workshops to Project participants on topics such as stress management, test taking, employability, study and personal skills, etc; provide assessment, academic planning, advising, and monitoring for Project students; consult with faculty, Center for Enrollment Services personnel, SSS Project staff, and Counseling and Disability Services Office on behalf of Project students; assure that each student in the Project is provided with sufficient financial assistance; facilitate faculty mentoring; encourage student participation in cultural enrichment activities; coordinate SSS orientation for new and returning Project participants; facilitate tutoring and peer mentoring and support groups; and coordinate disabilities services for participants with the Disability Coordinator; must maintain strict records and provide data reports as needed; responsible for facilitating and attending educational and cultural trips for Project participants and responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision

Received: Reports to Director of Student Support Services Grant

Given:

Education

Required: Bachelor's degree in Counseling, education or related field with three years experience with underrepresented students.

Preferred: Master's Degree in Counseling, education or related field; licensed or licensable

Experience

Required: Knowledge of and one year experience with assessment; demonstrated experience with college students, preferably low-income, academically disadvantaged populations.

Preferred: Bilingual; background similar to participants; background in career development, financial aid, and academic advising.

Equipment/Skills

Required: Ability to teach workshops for faculty and project participants; strong communication and organizational skills.

Working Conditions

Usual: Position is Security Sensitive. Position is contingent upon continued grant funding. Exempt from Overtime provisions.

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

5/2013