



JOB DESCRIPTION

JOB TITLE: Pathway Retention Leader & FYE Developer	FLSA: Exempt
Department Title V Grant	Date: 12/04/2023
Security Sensitive: Yes	Grade: C43
Reports To: Title V Project Director	

Job Summary

Under the general direction of the Title V Project Director and the Vice President for Instruction, the Pathway Retention Leader & First Year Experience (FYE) Developer will lead institutional change in students ‘onboarding experience, student services, and instruction through implementation of a compressive First Year Experience including the development of the Pathway Major Advising Model.

Essential Functions

- Lead the development, planning, coordination, and assessment of **the First-year Experience (FYE) programs** for the following pathways; Arts and Humanities, STEM, and Public Services, Business & Industry;
- Lead the development, implementation, and assessment of the **Pathway Major Advising Model**;
- Supervise the newly renovated Student Success Center’s resources;
- Assist in the development and implementation of communication plans through Ellucian CRM Advise;
- Develop and evaluate new and continuing retention programs and services in collaboration with student services and academics;
- Create, evaluate, distribute, and maintains data pertinent to student retention and completion;
- Lead the evaluation of advising strategies, structures, and methods based on current trends, data, and research to enhance student retention and completion, working in coordination with the Director of Advising & Counseling;
- Create tracking mechanism for first-time in college students’ academic progression, retention, and attrition rates, and develop programs and initiatives to support student success and retention;
- Collaborate with IT and the **Faculty Pedagogical Leader** to assist in the customization, implementation, and faculty/staff training of new technology applications or platforms (e.g., CRM Advise, Comevo, webpage design, data analytic tools, etc.);
- Collaborate with the project Director and the Pathway Retention Leader to develop and execute pathway-specific **transfer agreements and maps** with our university partners;
- Create and build relationships across campus to lead various Title V activities;
- Assist with developing and evaluating appropriate goals and objectives in the college's long-range enrollment management and retention plan;

- Assist project Director with project evaluation and reporting.
- Performs other duties as assigned.

Minimum Education, Skills, and Abilities

- Master’s degree in student services, education, counseling, social work, or a closely related field;
- Five years of experience working with student academic preparedness, admissions, student advisement, student support services, and retention, or related experience;
- Expertise in student retention strategies and first-year experience programming;
- Ability to work effectively within an ethnically, culturally, and socially diverse student population;
- Excellent interpersonal, oral, and written skills to effectively communicate with students, staff, faculty, external partners, and the general public in a courteous manner;
- Demonstrated knowledge and skills in the use of integrated software systems and Microsoft Office applications;
- Demonstrated skills in establishing and maintaining effective working relationships with students, staff, faculty, external partner, and the public;
- Demonstrated skills in facilitating and modeling a quality customer service orientation;
- Demonstrated excellent written and verbal communication skills;
- Demonstrated strong interpersonal skills;
- Ability to think “outside the box” and to lead and manage change, as well as the recruiting and admissions processes of the College.

Preferred Education, Skills and Abilities

- Ability to speak Spanish;
- Knowledge and skills related to student development/services programs are strongly preferred.

Work Environment

- Work primarily, but not exclusively, in a climate-controlled environment with minimal safety/health hazard potential or work hazards;
- The position requires average agility and good physical condition;
- Ability to lift and carry moderately heavy materials weighing up to approximately 25 to 30 pounds;
- Work may require sitting, near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

Special Requirements

- This is a grant funded position. Employment is contingent upon funding;
- Ability to work some evenings and weekends;
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date