

**SAM HOUSTON STATE UNIVERSITY
STAFF JOB CLASSIFICATION DESCRIPTION**

TITLE: Student Retention Coordinator

EEO CATEGORY: Professional

JOB NUMBER: 9-2368

STATUS/GRADE: E-14

DATE: 01/2007

DEPARTMENT: Vice President for Enrollment Management

EDUCATIONAL & EXPERIENCE REQUIREMENT: Bachelor's degree in related field required. Three (3) years of student retention, orientation, recruitment, or closely related experience. Especially helpful is experience with retention software and retention data collection. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: The Student Retention Coordinator will be responsible for planning new student orientation, creating reports aimed at improving student retention, and directing the collection of data to provide the university community with the data crucial to improving student retention rates.

SUPERVISION GIVEN & RECEIVED: The Student Retention Coordinator receives general direction and reports directly to the Vice President of Enrollment Management and Assistant Vice President of Enrollment Management. Additionally, the coordinator will hire, train, and supervise a student staff of approximately twenty orientation leaders.

PRIMARY RESPONSIBILITIES: The Student Retention Coordinator will be responsible for Student Orientation including budget management, staff training, production of a new orientation handbook for students and parents, and other duties as needed for orientation. The coordinator will develop and maintain strategies and initiatives to improve retention and graduation rates; review and disseminate retention data in cooperation with applicable departments; initiate surveys in conjunction with the Department of Institutional Research; work with the Vice President to implement and maintain a residence hall move-in program; publish a student retention newsletter to be sent to parents, students, and the University community; focus on areas of concern or areas needing improvement to improve students' educational experience; create, promote, and maintain a seamless transition across campus with departments, programs, and faculty regarding student retention (First Year Experience, learning communities, Sam Center, etc.); work with existing retention efforts, develop new programs that promote student retention, and create a more formal retention effort across campus; develop and maintain retention tracking software, to include providing feedback as needed; represent Sam Houston State University at National and Regional conferences. Performs other related duties as assigned.

OTHER SPECIFICATIONS: Able to handle multiple tasks, prioritize, and meet deadlines. Able to consistently perform detail work with accuracy. Maintains a professional relationship with academic deans, department chairs, university administrators, other state agencies and universities.

THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.