



Position Title: Recruitment, Retention & Research Analyst
Reports To: Title III Strengthening Institutional Program Coordinator
Department: Student Success Center/Medical Campus **Job Code:** 3119
Prepared By/Date: Jennifer C. Brito/05-14-2010 **Job Group:** PENC
Approved By/Date: Madeline Pumariega/05-27-2010 **Salary Grade:** 14
Revised: Jennifer C. Brito/05-27-2010 **FLSA Status:** Exempt

Summary:

The Recruitment, Retention & Research Analyst is responsible for coordinating recruitment, retention, and research activities of the Title III Strengthening Institutions Program. The Analyst also conducts research and performs data analysis regarding best practices and strategies to improve student success and recommends methodologies to improve recruitment and retention workflow.

Essential Duties and Responsibilities:

- Hires, schedules, supervise, and evaluate tutors based on individual expertise.
- Oversees student referrals for tutoring services in the Student Success Center, and develops strategies to improve academic performance for each student, which includes advisement and communication with faculty, tutors and administrators, and collaboration with key leaders in academic and the Student Center.
- Develops methodologies for improving the identification and intervention for at risk students.
- Researches current learning style pedagogy, recommends innovative instructional techniques and resources, and collects data according to College Standards.
- Recommends curriculum changes, develops surveys and other important methods for evaluating the success of the Title III grant.
- Researches and recommends grant opportunities for sustaining position.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge and understanding of individual learning styles, current nursing and health sciences pedagogy and application of best practices and retention strategies
- Broad and extensive contact with Campus faculty and students
- Possess excellent interpersonal, written and oral communications skills
- Ability to recognize and identify at risk students and produce personalized plan for improving individual academic performance
- Ability to maintain confidentiality of all materials related to counseling with students and other personnel related files as dictated by College, state, and federal rules and regulations
- Ability to interact successfully within a multicultural environment, and to work harmoniously with students, colleagues, and the community
- Ability to manage time and organize multiple tasks
- Ability to work in a fast-paced multi-cultural environment
- Ability to make decisions within assigned parameters
- Ability to work a flexible schedule including with some evenings and week-ends
- Ability to work in a multi-cultural and multi-ethnic environment with faculty, students, and staff

Work Environment:

The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and reach with hands and arms; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree and five (5) years of related work experience or a Master's degree and one (1) year of related work experience.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name