



Position Title: Recruitment, Retention & Research Specialist
Reports To: Title III Strengthening Institutional Program Coordinator
Department: Student Success Center/Medical Campus **Job Code:** 3615
Prepared By/Date: Jennifer C. Brito/05-14-2010 **Job Group:** PENC
Approved By/Date: John Vassiliou/04-13-2010 **Salary Grade:** 12
Revised: Jennifer C. Brito/05-14-2010 **FLSA Status:** Exempt

Summary:

The Recruitment, Retention & Research Specialist is responsible for coordinating recruitment, retention, and research activities of the Title III Strengthening Institutions Program.

Essential Duties and Responsibilities:

- Advise, counsel, and provide supplemental academic instruction for Nursing students
- Assists Title III staff to integrate student services associated with the grant
- Oversees Title III student referrals and monitor tutors
- Develops strategies to meet program and discipline success and retention goals
- Maintains student records according to standards established by funding agency, college department, and program
- Communicates information concerning program requirements and services
- Assists with research on the effectiveness of Title III grant activities
- Collects data for Title III
- Organizes Title III research activities and maintains related records
- Develops surveys, interview protocols, assessments and other instruments for program evaluation in collaboration with Title III staff and Nursing faculty
- Assists Project Coordinator and Campus Activity Director in locating resources to support curriculum enhancement according to faculty recommendations
- Maintains contact with current and past students to organize an up-to-date data for Title III research and monitors student progress
- Participates in various departmental, campus, and college initiatives related to the successful tutors implementation of Title III
- Performs other related duties as assigned.

Knowledge, Skills and Abilities:

- Broad and extensive contact with Campus faculty and students
- This position will 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
- Possess excellent interpersonal, written and oral communications skills
- 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
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job

- The noise level in the work environment is usually moderate
- This individual is exposed to office environment conditions, including telephones, printers, and possible low level noise

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 three (3) years of experience

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name