



<b>Position Title:</b>	Recruitment, Retention & Research Specialist	
<b>Reports To:</b>	Title V Project ACE Coordinator	
<b>Department:</b>	ESL / Title V Grant Project ACE	<b>Job Code:</b> 3615
<b>Prepared By/Date:</b>	Michelle Thomas/6-26-2009	<b>Job Group:</b> PENC
<b>Approved By/Date:</b>	Michelle Thomas/6-26-2009	<b>Salary Grade:</b> 12
<b>Revised:</b>	Jennifer C. Brito/6-29-2009	<b>FLSA Status:</b> Exempt

### **Summary:**

Responsible for coordinating recruitment, retention, and research activities of the Title V Accelerated Content-Based English (ACE) Program.

### **Essential Duties and Responsibilities:**

- Assists Project ACE staff to integrate academic program and student services associated with Project ACE
- Oversees Project ACE admissions
- Develops strategies to meet program and discipline retention goals
- Maintains student records according to standards established by funding agency, college, department, and program
- Works with students to identify and refine educational and career goals, providing ongoing advice to students through phone and in-person communication.
- Communicates information concerning program requirements and schedule
- Conducts research on the effectiveness of Project ACE grant activities
- Collects data for Project ACE
- Organizes Project ACE research activities and maintains related records
- Develops surveys, interview protocols, assessments and other instruments for program evaluation in collaboration with Project ACE staff and EAP faculty
- Assists Project Director and Curriculum and Assessment Specialist in locating resources to support curriculum development and faculty training
- Maintains contact with current and past students to organize an up-to-date data for Project ACE research.
- Participates in various departmental, campus, and college initiatives related to the successful implementation of Project ACE
- Performs other related duties as assigned

### **Knowledge, Skills and Abilities:**

- Broad and extensive contact with Campus faculty, students, student groups, and community residents.
- Possess excellent interpersonal, written and oral communication skills
- 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.

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.

**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, stand and walk, use hands to finger, handle, or feel objects, tools, or controls and talk or hear. May spend extended periods sitting or standing.

**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