



Position Title: Recruitment & Retention Specialist, STEM-OASIS
Reports To: Program Director
Department: Natural & Social Sciences (IAC) **Job Code:** 3615
Prepared By/Date: Donna French/11-02-2011 **Job Group:** PENC
Approved By/Date: Dr. Victor Okafor/11-02-2011 **Salary Grade:** 12
Revised: **FLSA Status:** Exempt

Summary:

This position is responsible for recruitment, student and career advisement, student engagement and progression. Provides students with services and resources to start and complete educational opportunities in STEM fields and attain the AA degree followed by transfer to a four-year STEM degree.

Essential Duties and Responsibilities:

- Recruits program participants into a cohort, manages the cohort, organizes field trips and a STEM speakers' series
- Initiates and formalizes agreements for outside activities
- Assists the Program Director with program implementation, evaluation, writing reports, and disseminating program information to ensure that the program efforts comply with the requirements of the US Department of Education
- Oversees enrollment and participation in the grant activities
- Collects, analyzes and interprets data to support activity evaluations
- Provides academic and career advisement to individuals and group participants
- Develops career goals and advising tools for STEM majors
- Assists program faculty with capacity development
- Hires, supervises, and evaluates part-time personnel for the program
- Administers and manages program funding
- Develops and facilitates workshops related to academic advisement, career exploration, STEM skills development and BS transfer process
- Serves on campus and college-wide committees
- Develops and implements plans for student recruitment and retention in STEM and development and maintenance of a cohort
- Oversees immersion and focus of project participants in STEM and related issues
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Possess excellent written and oral communication skills
- Possess exceptional organization and interpersonal skills within a multi-cultural environment
- Ability to demonstrate leadership and supervisory skills
- Ability to develop external key STEM contacts to participate in program activities
- Knowledge and proficiency in Microsoft applications
- Ability to work a flexible schedule which may include evening or weekend assignments
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty 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 in a STEM field or Counseling, Social Work, Advisement or Education and three (3) years of related experience in academic and/or higher education advisement and grant management including budgeting, program and personnel management, evaluation and reporting; and related experience in student academic advisement and under prepared and limited language proficient students

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name