

The University of Texas at San Antonio

Job Description

Job Title: Retention Specialist Assistant
Code: 13026
Salary Grade: 54
FLSA Status: Non-Exempt
Department/Division: TRIO Programs
Reports To: Project Director

Summary

- **Function:** Supports the Project Director and Retention Specialist in academic pursuit of all Talent Search participants with particular emphasis on retention, academic intervention, support, and outreach.

Duties

- **Typical:**
 1. Work with a diverse student population and applying academic intervention strategies including intrusive monitoring, early outreach, and academic survival techniques.
 2. Provides case management to secondary school students.
 3. Assist Project Director and Retention Specialists by providing effective support services at the high school sites in order to ensure students in program are graduating from high school and enrolling at a post-secondary institution immediately after graduation.
 4. Assist Project Director in preparing periodic reports on service issues.
 5. Assist with the delivery of academic and summer orientation and collaborate with Project Director and Lead Retention Specialist in developing and executing the Talent Search Summer Academic Institute.
- **Periodic:**
 1. Other duties as assigned.

Education

Required	Preferred
Associate's degree in education, counseling, or related field.	N/A

Other Requirements

Required	Preferred
Experience in developing and facilitating workshops.	N/A
Experience working with a diverse student population and an understanding of higher education academic requirements and survival techniques.	
Experience in assisting in the development and facilitation of education workshops.	
Ability to work with sensitive information and to maintain the highest level of confidentiality.	

Experience

Required	Preferred
6 months of experience with TRIO programs or similar programs for underrepresented populations.	1 year of experience with TRIO programs or similar programs for underrepresented populations.

Equipment

Required	Possible
Personal computer and standard office equipment.	Experience using Microsoft Office Suite.

Working Conditions

Usual	Special
Standard office conditions.	Some evening and weekend work required.
	Field trips may be required.

Supervision

Received	Given
Direct supervision from Project Director.	None.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.