

The University of Texas at San Antonio

Job Description

Job Title: Retention Specialist
Code: 13027
Salary Grade: 56
FLSA Status: Exempt
Department/Division: TRIO
Reports To: Lead Retention Specialist

Summary

- Function: Supports the academic pursuit of all Talent Search participants with particular emphasis on retention, academic intervention, support and outreach.
- Scope: Implement retention services at the school site by following up on existing initiatives and identifying new outreach opportunities. Work in a team environment with the Project Director and Lead Retention Specialist to promote student academic success.

Duties

- Typical:
 1. Review student records for retention issues; follow up on progress through personal contact and correspondence.
 2. Coach students through academic barriers that are preventing them from progressing towards high school graduation.
 3. Provide intentional 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. Coordinate referrals to appropriate offices, to resolve individuals student challenges.
 5. Document and track student issues.
 6. Prepare periodic reports on service issues.
 7. Implement Program's Satisfactory Academic Progress policies and procedures.
 8. Collaborate with High School Registrar, teachers, high school counselors, and students with course registration process.
 9. Assist Lead Retention Specialist with the delivery of academic and summer orientation.
 10. Collaborate with Lead Retention Specialist in developing and executing the Talent Search Summer Academic Institute.

<p>11. Conduct workshops specifically designed to introduce students to college success techniques.</p> <p>12. Maintain accurate student records and contacts via student database system (Blumen).</p> <p>• <u>Periodic:</u></p> <p>1. Other duties as assigned.</p>

Education

Required	Preferred
Bachelor's degree in Education, Counseling, or a related field.	Master's degree in Education, Counseling, or a relate field.

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
<p>Two years of experience with TRIO programs or similar programs for underrepresented populations OR 2 years of experience teaching, advising, and/or counseling at the secondary or post-secondary level.</p> <p>Must have at least six months experience in the following:</p> <ul style="list-style-type: none"> > Working with a diverse student population and applying academic intervention strategies including intrusive monitoring, early outreach, and academic survival techniques, > Providing case management to secondary school students, and > Facilitating workshops. 	N/A

Equipment

Required	Preferred
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Will work at high school sites.	During summer program, will work at the college campus in which the program is being hosted.

Supervision

Received	Given
Direct supervision from Lead Retention Specialist.	None.

Accuracy

Proficiency in all duties performed.

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.