

The University of Texas at San Antonio

Job Description

Job Title: Lead Retention Specialist

Code: 13028

Salary Grade: 57

FLSA Status: Exempt

Department/Division: TRIO

Reports To: Project Director

Summary

- **Function:** Supports the academic pursuit of all Talent Search participants with particular emphasis on retention, academic intervention, support and outreach.
- **Scope:** Develop and 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 Retention Specialists to promote student academic success.

Duties

- **Typical:**
 1. Collaborate with High School Counselors and educators to determine an effective academic plan for Talent Search Participants.
 2. Develop and Conduct workshop specifically designed to introduce student to college success techniques
 3. Review student records for retention issues; follow up on progress through personal contact and correspondence
 4. Coach student through academic barriers that are preventing them from progressing towards high school graduation
 5. Provide intentional effective support services at the high school and enrolling at a postsecondary institution immediately after graduation
 6. Coordinates referrals to appropriate offices, to resolve individuals student challenges
 7. Document and track student issues.
 8. Implement Program's Satisfactory Academic Progress policies and procedures
 9. Collaborate with High School Registrar, teachers, high school counselors and students with course registration process
 10. Assist Retention Specialist and project Director with the planning and delivery of academic and summer orientation.

<p>11. Collaborate with Project Director and Retention Specialist in developing and executing the Talent Search Summer Academic Institute</p> <p>12. Maintain accurate student records and contact via student database system.</p> <p>13. Assist Project Director with Annual Performance Report</p> <p>• <u>Periodic:</u></p> <p>1. Other duties as assigned.</p>

Education

Required	Preferred
Bachelor’s degree in Education, Counseling or related field	Master’s degree in education, counseling or related field

Other Requirements

Required	Preferred
Ability to work with sensitive information and to maintain the highest level of confidentiality.	N/A
Ability to work independently with minimal supervision.	
Excellent communication and organizational skills.	

Experience

Required	Preferred
Three years of experience in TRIO programs or similar programs for underrepresented populations OR three years of experience teaching, advising, and/or counseling at the secondary or post-secondary level	Supervisory experience.
One year of experience in each of the following: <ul style="list-style-type: none"> • Academic and career advising. • Working with a diverse student population and applying academic intervention strategies including intrusive monitoring, early outreach, and academic survival techniques. • providing direct case management services to secondary school students. • Developing and facilitating workshops. 	Fluent in Spanish.
Valid driver’s license or ability to obtain one by first day of employment.	

Criminal Background Check (CBC).	
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Equipment

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

Working Conditions

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

Supervision

Received	Given
Direct supervision from Project Director.	May supervise assigned staff.

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.
