

JOB POSTING

Retention Specialist

(Part-Time, Extra Help)

Greenbrier Valley Campus in Lewisburg

New River Community and Technical College seeks a part-time, temporary, 20 hours per week, grant-funded **Retention Specialist**. This position will be responsible for assisting with the retention of current students and meeting the goals as set forth in the grant.

Duties:

- Assist the Educational Counselors and the Director of Student Success in the retention of current New River CTC students.
- Work closely with the First-Year-Experience faculty members/committee and the Student Success Centers in recommending, scheduling and participating in activities, trainings and other events to retain students.
- Complete and maintain records and reports as needed for the grant.
- Responsible for placement testing and other surveys.
- Outreach to students in the form of telephone, email, group and/or individual meetings to provide assistance in academic advising, life skills, tutoring, etc.
- Assist in the day-to-day operations including but not limited to answering phones, returning calls, printing, copying, faxing, mailing, scanning, campus tours, data entry, retrieving and analyzing data, receiving visitors, scheduling meetings, etc.
- Other duties as assigned.

Qualifications:

- An associate level degree required with a bachelor's preferred. At least one year of full-time experience in an office setting. Experience in student success, retention, activities and events may be given preference.

Skills/Abilities:

- Excellent computer skills including data entry and Microsoft Office, Blackboard, webpage and social media experience.
- Good judgment and decision making skills are crucial.
- Exceptional organization and customer service skills.
- Ability to work with diverse population of individuals.
- Ability to maintain confidentiality
- Ability to work well with others
- Ability to work independently, and collaboratively, within a teamwork structure
- Ability to multi-task and be flexible
- Ability to manage records efficiently

Classification/Compensation:

Temporary, part time positions working 20 hours per week and not benefits eligible. Pay is based on experience with the minimum being \$9.00/hr.

Application Process:

Submit a cover letter, resume or employment application (found at <http://www.newriver.edu/quicklinks/employment>), and copies of college transcripts to humanresources@newriver.edu Application review will begin immediately. Positions are open until filled and subject to funding availability. AA/EOE/Veterans/Disabled