

Title III Retention Specialist Job Description

BRIEF POSITION SUMMARY

The Title III Retention Specialist's goal is to work closely with the Title III Coordinator and Outcomes/Assessment Specialist to identify and intervene with students at-risk for dropping out, particularly male students, students in developmental courses and non-traditional students since this demographic has the lowest retention rate. Furthermore, the Title III Retention Specialist will especially be aware of low-income students' needs for academic assistance and higher income students' needs of financial resources. Overall, the Retention Specialist will strive to increase retention through connecting students with campus resources such as counseling, financial aid opportunities, tutoring, and engaging them in campus events to reduce isolation as well as connecting them with community resources such as the Lions Club for eyeglasses or DHS for approved DHS childcare providers. In addition, the Title III Retention Specialist works with the Title III Activities Director to initiate and maintain a mentorship program for students on campus.

PRIMARY FUNCTION OF JOB

- Help students overcome obstacles that would prevent them from completing their degree at CASC
- Connect students with the appropriate campus resources such as financial aid and financial opportunities, counseling, campus events, computer access locations, mentors, tutors, clubs and organizations
- Work with the community to identify resources available that will benefit the students
- Work with the Admissions office and peer mentors to assist students going through the admissions process
- Work with Title III Activities Director on Mentorship Program initiation, match-up students with mentors, progress throughout the year of the program and end-of-year evaluation of program
- Work with assessment team to implement solutions to retention problems
- Research current retention problems and solutions on EBSCO Host and by networking with other colleges.
- Work with the Assessment department and IT for statistical information about students
- Identify problems with CASC system that encourage students to stop attending and share with appropriate personnel who can make changes
- Work with students to problem solve each student's specific needs as they are brought to the attention of the Retention Specialist
- Be proactive in finding ways to improve academic advising and the enrollment process and give them to the assessment team for evaluation
- Work on other projects as assigned by the Title III Coordinator