Retention Coordinator

Posting Details

Position Information

Position Title: Retention Coordinator
Position Number: G99055
Index: GRID21
Classification Number: 401130, IC2, C
Full or Part Time: Full Time
FTE: 1.0
Position Type: Regular
Reason for Recruitment: New Position

If Resignation/Termination, Name of Employee Replacing

Resignation/Termination Effective Date

Posting Number: 20110509C&A

Search Coordinator

Position Summary Information - Displays to Applicant

Job Description Summary

The Eastern Oregon University's Student Learning Center Retention Coordinator (RC) focuses on the student onboarding, retention, and persistence of EOU students. The RC provides individualized support for and tracks the retention of historically marginalized students, with a focus on students of color, LGBTQ+, first-generation, low-income, rural, veteran, students with disabilities, provisional admits, probation from suspension, and academic probation students. The RC provides success coaching and college navigation, and develops programming and student supports specific to historically marginalized students, including access to resources, peer tutoring, supplemental instruction, equipment checkout, additional advising, peer mentoring, and workshops.

The RC is a Full-Time, 12-month, full employee benefits eligible position within the Learning Center and reports directly to the Assistant Director of Academic Support.

Eastern Oregon University's Learning Center, also known as the "LC," is a vibrant student resource facility located in Loso Hall. The LC is home to an array of academic success programs that offer Eastern students numerous opportunities to master their coursework. All EOU Tutoring Services are free for current EOU students!

Responsibilities

- **Student persistence and success**: Develops complex procedures, implements, and oversees retention initiatives, support activities and programs for all EOU students and provides additional supports and tangible resources to historically marginalized students and students of promise. This includes using retention best practices to develop procedures for students in academic jeopardy, alignment with established Moon Shot for Equity initiatives, and increase freshman registration in the spring.
• **Provisional Admit Support**: Facilitates communication, student success support, tracking and coordination of supports for the provisional admit population of EOU. Provides transitional advising to include connecting with appropriate resources.

• **Student support and advocacy**: Supports academic suspension students by providing transitional advising to include connecting with appropriate resources. Individualized support for retention efforts (population focus: historically marginalized students and students of promise).

• **Early Alert Implementation and Tracking**: Program administrator of the Early Alert program. Using Navigate and Fast technologies this position tracks all students with a focus on provisional admits, probation from suspension, and students with alert filed. This includes adding an additional focus on historically marginalized students and students of promise populations on campus and online. Provides Navigate training/management for Care Units, outside of Academic Advising purview.

• **Assessment**: Retention is a critical part of the [Ascent to 2029 EOU Strategic Plan](https://eou.peopleadmin.com/hr/postings/2586/print_preview). This position is responsible for evaluating and assessing outcomes of student success and retention initiatives based on KPI and retention tracking data.

• **On-campus partnerships and collaboration**: Office of Student Affairs; Department of Diversity, Equity, Inclusion and Belonging; Academic Advising; Athletics; Registrar; Financial aid; Career Services; the Learning Center; University Advancement; Moon Shot for Equity initiative, and Regional Outreach and Innovation (ROI).

• **Committee work to include**: Academic Standards Committee, Strategic Enrollment and Retention Action Team, College of Business Retention Committee, Provisional Admit Committee.

### Minimum Qualifications

• Bachelor’s degree in Social science, humanities, education, counseling or other relevant degrees from a college or university accredited by the U.S. Department of Education and/or the Council of Higher Education Accreditation or internationally recognized accrediting organization.

• Two (2) years of experience working in a post-secondary environment with a preference for experience with first-year students and/or historically marginalized students.

• Two (2) years of experience working with retention initiatives to include student early alert systems and transitional advising or related experience (e.g., academic advising, residence life).

• Must satisfactorily complete EOU criminal and credential background check. Having a criminal history is not an automatic bar to employment.

• In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. Eastern Oregon University will not sponsor applicants for employment visas.

### Preferred Qualifications

• Master’s degree in Student affairs, higher education administration, counseling, education, or other relevant degrees from a college or university accredited by the U.S. Department of Education and/or the Council of Higher Education Accreditation or internationally recognized accrediting organization.

• Two (2) years of experience with student advising in a college setting.

• Two (2) years of demonstrated sensitivity and experience working with individuals from diverse backgrounds.

• Multilingual.

### Special Instructions to Applicants

Eastern Oregon University – [Oregon’s Rural University](https://eou.peopleadmin.com/hr/postings/2586/print_preview)! – is a respected public, higher education institution of academic excellence. Outstanding faculty and staff thrive and together fulfill their career ambitions to serve students from all walks of life.

Applicant must provide:

1. Letter of application (which should include why this position is attractive to the applicant, how it meets the applicant’s professional goals, and what attracts the
Candidates are encouraged to review the values and principles of Eastern Oregon University.

Only complete files of qualified applicants will be reviewed.

EOU is a beautiful, quaint campus nestled in the remarkably scenic, high elevation Grande Ronde Valley populated by wonderful, community-minded citizens that have balanced work-life flexibility. Take a virtual tour of Eastern Oregon University.

EOU offers a very attractive package of State of Oregon public employee benefits including:
• Paid holidays (10 days/year), and paid sick time-off (12 days/year), paid vacation (22 days/year)
• Full Individual and Family Healthcare Insurance (95%+ employer-paid medical, dental, vision)
• Generous Oregon Public Employee Retirement System benefits
• Employer-paid life insurance
• Discounted tuition benefits for employees and eligible dependents
• Relocation assistance
• For more details, see Prospective Employees https://www.eou.edu/hr/prospective-employees/.

Eastern Oregon University is an EEO Employer and welcomes applications from women, members of historically underrepresented minority groups, US Veterans, and persons with disabilities. EOU is committed to providing equal opportunity in its recruitment, admissions, educational programs, activities and employment without illegal discrimination on the basis of age, color, disability, national origin, race, marital status, religion, sex, sexual orientation, gender identity, gender expression or any status as protected by state or federal law.

Salary

$40,419 to $53,352 Annually DOE

Posting Detail Information

Open Date

10/25/2022

Close Date

Open Until Filled

Yes

First Day of Application Review

11/08/2022

Pass Message

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

Fail Message

Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.

Quick Link to Posting

https://eou.peopleadmin.com/postings/2586

Posting Specific Questions

Required fields are indicated with an asterisk (*).