Job Title: Retention Coordinator

BCAT Code: 09IX35  Effective Date: July 1, 2012
Pay Grade: G13   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Supports the academic success, leadership development, retention, and progression of specific Georgia State University (GSU) student groups.

Examples of Duties
- Meets with students who are at retention risk.
- Supports at retention risk students through academic coaching and other forms of academic advisement that facilitate successful college transitions.
- Identifies and helps to address the academic, social, and cultural needs of specific student groups.
- Administers retention programs, activities, and initiatives for specific student groups.
- Manages and promotes first year programs that support college transitions, such as early alert notification program, the peer mentor program, the Success Academy, the Path Program, etc.
- Teaches at least one GSU 1010 course per semester.
- Works with the development heads and Directors in specific areas to support the implementation and assessment of programs and practices that support student retention, progression, and graduation.
- Assists with Incept presentations and other college transition related events.
- Partners with academic and student affairs departments to create leadership development programs.
- Works with departmental officials to support the implementation and assessment of programs and practices that support student retention, progression, and graduation.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge and understanding of different cultures and backgrounds.
- Knowledge of research and best practices related to improving retention.
- Skilled in coordinating, advising, tutoring, and facilitating small group discussions.
- Excellent interpersonal, presentation, and facilitation skills.
- Strong written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Ability to develop and maintain working relationships.
- Ability to work with and demonstrate sensitivity to the educational needs of a diverse population.

Minimum GSU Hiring Standards
Bachelor’s degree and one year of related experience; or high school diploma or GED and five years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.