

POSITION ANNOUNCEMENT SUMMARY
Unit Coordinator – Student Retention & Assessment
Lubbock, Texas

NATURE & PURPOSE OF POSITION: The Unit Coordinator is responsible for the coordination and advisement of retention programming within the Division of Enrollment Management & Student Affairs as well as assisting with the assessment of retention programming, the CAS review, and the Student Life Research Area (administration of national surveys). The Unit Coordinator position reports to the Director for Student Retention & Assessment.

PRIMARY RESPONSIBILITIES: Areas of responsibility may include, but are not limited to the following:

Specifically, the Unit Coordinator has primary responsibilities for the development, coordination, and advisement of the retention initiatives within the Office of Student Retention & Assessment. This position will work closely with the Director and other staff members to coordinate assessment and/or retention programming efforts within the Division of Enrollment Management & Student Affairs. In addition, the coordinator will develop/sustain division-wide collaborative partnerships, while incorporating the CAS standards/review in the retention & assessment process. Finally, this position will also include the administration of national surveys as well as reporting the results to the campus community.

This position will also be expected to maintain accurate records and budgets as well as create and publish promotional and marketing materials as needed. Generalist duties and responsibilities associated with the Office of Student Retention & Assessment are also expected. This includes serving on University or departmental committees as assigned and participating in regional/national conferences as requested. Weekend and evening hours are required.

Minimally, qualified applicants will possess a Bachelor's degree in a related field plus one year of related experience; OR a combination of related education and/or experience to equal five (5) years.

PREFERRED EDUCATION & EXPERIENCE: The diverse nature of this position requires a professional with knowledge of and/or experience with Enrollment Management and Student Affairs.

Master's degree in student personnel/student affairs or related fields preferred. Experience and active involvement with retention programming and assessment on a college campus is preferred. Ability to handle administrative details independently. Ability to effectively communicate with various groups, students, faculty, staff, and community members. Skill in personnel and financial management. Demonstrated ability in planning, implementation, marketing, and evaluation of complex programs and projects; proven problem solving abilities; demonstrated ability for working with broad range activities and development of programs and services; excellent communication skills (written and verbal); demonstrated ability to prioritize and adapt to various University community needs.

This is a Security Sensitive Level II Position: Applications for this position will be subject to a police records check and may be required to be fingerprinted. Applicants will be subject to drug and alcohol testing after a conditional offer of employment has been extended but before employment can be confirmed. The offer of employment is contingent upon the candidate passing the drug and alcohol test. Employees in Level II positions are subject to a post-accident drug and alcohol testing.

COMPENSATION: Pay range is \$29,000 to \$44,000 annually with University benefits and retirement package through the State of Texas. Position is 12-month exempt.

APPLICATION: This position announcement is only a summary and overview. For more information and to submit an application, please go to www.depts.ttu.edu/personnel/home.htm. Applications should include University application, resume, three (3) current references, and a letter of recommendation. Review of applicants to begin immediately and will continue until position is filled. Questions regarding position can be directed to Dr. Tara L. Miller, Managing Director, Student Retention & Assessment, at (806) 742-3921. EEO/Affirmative Action Institution.

