Retention Specialist / Coordinator for Academic Programs
Academic Advancement Center TRIO Student Support Services
Colorado State University

Colorado State University is a major state land grant institution and a Carnegie Research University, serving over 27,000 undergraduate and graduate students. Colorado State University is located in Fort Collins, a city of 144,000, 65 miles north of Denver. The city offers a unique blend of metropolitan advantages and small town friendliness. On the western edge of the Great Plains and at the eastern base of the Rocky Mountain foothills, Fort Collins with its ideal climate provides easy access to numerous outdoor activities.

The Academic Advancement Center (AAC) is a federally grant-funded U.S. Department of Education TRIO Student Support Services (SSS) program. The mission of the AAC is to provide support for first-generation, low income students, and students with disabilities in their transition, persistence and graduation. The AAC is committed to providing guidance and support, ensuring that students meet and exceed their academic, personal, and professional goals. Staff members in the AAC foster a welcoming and inclusive community for success, connect students to campus resources, encourage engagement and involvement, and promote self-advocacy.

The AAC is housed within CSU’s Division of Student Affairs which provides a wide array of student services and programs for the entire student population. The Director of the Academic Advancement Center reports to the Assistant Vice President of Student Affairs and is part of a cluster with academic support and student diversity programs and services.

The Retention Specialist / Coordinator for Academic Programs is a full-time, 12-month position and reports to the Director.

Responsibilities:
Serve as the Primary Retention Specialist for at least 30 students:
- Provide academic support and coaching, advising, counseling, and advocacy for student participants.
- Maintain and keep current student files in Student Access database and other data systems to document student participation
- Provide appropriate referrals to university resources, including but not limited to Resources for Disabled Students, Student Case Management, Student Financial Services, Health Network, etc.

Coordinate the academic programs and services (tutoring, supplemental instruction, study groups, and special academic events):
- Manage and oversee the tutoring budget
- Recruit, hire, train, and evaluate student tutor coordinators and tutors under College Reading and Learning Association (CRLA) Guidelines
- Assess tutoring needs based on historical data (previous requests, unfulfilled requests, D,F,W grade courses)
Collaborate with campus partners (including Academic Support Coordinators) and faculty to create academic programs, services, and events (i.e., tutoring, supplemental instruction, study groups, coaching, etc.), TILT for study strategies seminars, and joint tutor training
Serve on Tutoring Task Force, Working Group for Tutoring, and Science of Learning committees
Review and revise Tutor Training Manual as needed
Facilitate the evaluation process of the academic programs and services (end of semester and annual)
Manage the database for academic programs and services in Student Access
Manage Google Drive for tutoring
Manage tutoring website
Recruit, hire, train, and evaluate student staff for Supplemental Instruction (SI) Program
Develop curriculum for supplemental instruction for AAC Arrive students
Organize study groups based on identified needs of students
Collaborate with Career Retention Specialist to organize and facilitate College Night
Co-facilitate with Assistant Director for Retention to revise and teach the Pathways for Academic Success Seminar (PASS) program, which is provided to students on academic probation.
Develop and present lessons on identified topics for AAC Arrive and AAC Thrive sessions
Other duties as assigned

Minimum Qualifications:
- Bachelor’s degree required in education or related area
- Supervisory experience, program development, and program and staff management (professional or student staff)
- Demonstrated computer application skills (MS Excel, Access, or other database programs) and/or computer-assisted learning
- Demonstrated experience working with first-generation college students, students with limited income, and/or students with disabilities
- Demonstrated experience advancing organizational values and commitment to diversity and inclusion.

Preferred Qualifications:
- Master’s degree preferred in education or related area
- Prior TRIO experience preferred
- Two years full-time professional experience teaching, curriculum development, and/or academic services (such as tutoring, supplemental instruction, study skills development, etc.)
- Demonstrated success in a leadership role in higher education and student retention programs
- Experience in advising and counseling students with disabilities, from first-generation college backgrounds, and/or from low-income backgrounds
- Excellent written and oral communication skills, including experience making effective public presentations to a variety of audiences
Experience hiring, training, and evaluating professional or student staff
Demonstrated ability to collaborate effectively with a variety of constituents including students, faculty, staff and community

Salary is commensurate with education and experience. Anticipated annual salary range is: $34,000 - $37,000. The desired starting date is September 1, 2014.

**Application:**
A complete application includes a resume and cover letter that addresses all job qualifications. Please submit all materials as one document, in Word or PDF format, via [www.studentaffairsjobs.colostate.edu](http://www.studentaffairsjobs.colostate.edu). Reference contact information will be requested of semi-finalists.

Application materials may be considered until position is filled, however for full consideration, application materials must be submitted before 8:00 a.m. MT on Monday, August 4, 2014. If you are unable to submit materials electronically or have any questions about the search process, please call Karen Rewinkel at (970) 491-5312.

Colorado State University does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.