Assistant Director - Retention, Center for Student Success & First-Year Experience

**Definition of Class**
This is a professional position in which the incumbent develops and implements retention initiatives for the Center. This position assists academic departments in assigning and training academic advisors for each student. The incumbent exercises discretion and independent judgment.

**Examples of Work Performed**
Assists in developing and implementing policies and procedures related to the retention and success of students.

Provides support to the Director in the development and implementation of a comprehensive retention program for students in their first-year experience.

Collects and analyzes retention-related data; creates retention reports.

Identifies retention risks in First-Year students.

Trains academic advisors and assigns them to students appropriately.

Works with current and prospective students to discuss issues such as, but not limited to, major selection, course scheduling, degree requirements, and assigning them an academic advisor.

Serves as a resource for faculty and staff in matters related to retention services. Acts as liaison between students, faculty, and professional schools.

Prepares reports and maintains a database of student information for the Center.

Represents the center on various committees, boards, and associations.

Attends local, state, and national workshops and conferences.

May supervise support staff.

Teaches one class per semester.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Develops and implements retention initiatives and policies.
2. Trains academic advisors and assigns them to students appropriately.
3. Prepares reports and maintains a database of student information.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a
job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit and talk and hear. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:**
  Master Degree from an accredited four-year college or university.

  AND

- **Experience:**
  Two (2) years of experience related to the above described duties.

- **Substitution Statement:**
  Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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*The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.*