

STUDENT RETENTION ADVISOR

GENERAL STATEMENT:

Work closely with the Office of Student Success Services to develop and implement programs designed to improve overall student success.

REPORTS TO:

Director of Student Success Services

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Associate's degree required, bachelor's degree preferred..

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Two (2) years' of experience in Student Services..

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Work with Student Success Services to enhance existing programs and develop new programs designed to increase overall student success.
- Assist with new student orientation and registration.
- Advise and serve as a case manager for student groups as requested.
- Assist in the registration of students.
- Assist identified student groups with admissions processes including the application process, housing, financial aid and testing.
- Other duties as assigned by the Director of Student Success Services or other appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of a classroom or office environment.
- Some weekend and evening hours required.
- May be required to lift, push, or pull 25 pounds.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 10/29/2015

Revised:

JD644