



## JOB DESCRIPTION

JOB TITLE: Pathway Retention Leader & FYE Developer	FLSA: Exempt
Department Title V Grant	Date: 12/04/2023
Security Sensitive: Yes	Grade: C43
Reports To: Title V Project Director	

### Job Summary

Under the general direction of the Title V Project Director and the Vice President for Instruction, the Pathway Retention Leader & First Year Experience (FYE) Developer will lead institutional change in students' onboarding experience, student services, and instruction through implementation of a comprehensive First Year Experience including the development of the Pathway Major Advising Model.

### Essential Functions

- x Lead the development, planning, coordination, and assessment of first-year Experience (FYE) programs for the following pathways; Arts and Humanities, STEM, and Public Services, Business & Industry
- x Lead the development, implementation, and assessment of the Pathway Major Advising Model;
- x Supervise the newly renovated Student Success Center's resources;
- x Assist in the development and implementation of communication through Ellucian CRM Advise
- x Develop and evaluate new and continuing retention programs and services in collaboration with student services and academics;
- x Create, evaluate, distribute, and maintain data pertinent to student retention and completion;
- x Lead the evaluation of advising strategies, structures, and methods based on current trends, data, and research to enhance student retention and completion, working in coordination with the Director of Advising & Counseling;
- x Create tracking mechanism for first-time in college students' academic progression, retention, and attrition rates and develop programs and initiatives to support student success and retention;
- x Collaborate with IT and the Faculty Pedagogical Leader to assist in the customization, implementation, and faculty/staff training of new technology applications or platforms (e.g., CRM Advise, Comevo, webpage design, data analytic tools, etc.);
- x Collaborate with the project Director and the Pathway Retention Leader to develop and execute pathway-specific transfer agreements and maps with our university partners;
- x Create and build relationships across campus to lead various Title V activities;
- x Assist with developing and evaluating appropriate goals and objectives in the college's long-range enrollment management and retention plan.

- x Assist project Director with project evaluation and reporting.
- x Performs other duties as assigned.

Minimum Education, Skills, and Abilities

- Master's degree in student services, education, counseling, social work, or a closely related field;
- Five years of experience working with student academic preparedness, admissions, student advisement, student support services, and retention, or related experience;
- Expertise in student retention strategies and ~~year~~ experience programming;
- Ability to work effectively within an ethnically, culturally, and socially diverse student population;
- Excellent interpersonal, oral, and written skills to effectively communicate with students, staff, faculty, external partners, and the general public in a courteous manner;
- Demonstrated knowledge and skills in the use of integrated software systems and Microsoft Office applications;
- Demonstrated skills in establishing and maintaining effective working relationships with students, staff, faculty, external partners, and the public;
- Demo

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Signature

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Date