Lac Courte Oreilles Ojibwa Community College

Job Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Transition and Retention Advisor</th>
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<tr>
<td>Reports To:</td>
<td>Dean of Students and Enrollment Management</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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<tr>
<td>Annual Contract:</td>
<td>52 weeks</td>
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<tr>
<td>Salary:</td>
<td>Dependent upon experience</td>
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<tr>
<td>Revised:</td>
<td>February 25, 2016</td>
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<tr>
<td>Closing Date for</td>
<td>June 2, 2016</td>
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<td>Applications:</td>
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**General Position Summary:**

The Transition and Retention Advisor is an integral part of the Student Services Department and the Enrollment Management Team. The primary responsibility of this position is to improve student retention and graduation rates by assisting students with completing their educational programs by providing career planning, academic advising, responding to faculty referrals, and coordinating student engagement activities.

**Key Responsibilities:**

1. Conduct intake interviews to determine student’s educational, career and personal goals, as well as potential barriers to success.
2. Assist students in creating an Individualized Academic Plan that helps them to meet their goals and address identified barriers. Refer students to appropriate academic and personal support services as necessary.
3. Provide information regarding admissions requirements, financial aid, and support services to students.
4. Assist students with the enrollment process including placement testing, advising, and registration.
5. Meet with identified at-risk students on a regular basis to monitor their progress.
6. Collaborate with other LCOOCC departments and academic divisions to ensure a consistent flow of communications from point of inquiry through registration and graduation.
7. Develop measurable retention objectives and prepare retention reports that address enrollment management goals.
8. Collaborate with faculty and staff to develop and implement retention strategies.
9. Understand social media and develop strategies to integrate it into the retention plan.
10. Coordinate the development of retention materials such as letters, flyers, and brochures.
11. Assist with development and maintenance of advising, career, and transfer pages on the LCOOCC web site to ensure information is current and accurate.
12. Maintain records of student contacts and complete any required grant forms or reports in an accurate and timely manner.
13. Track at-risk students and provide timely and accurate updates on their progress and/or status reports to the Dean of Students, WBL Director, Learning Center Director, and other departments.
14. Follow up on student referrals from faculty and other staff as part of the “Early Alert System.”
15. Coordinate and implement on-campus student engagement activities, including informational workshops, orientations, college prep events, and other events as requested by the college leadership team. Track students’ success through engagement/campus activities.
16. Participate in campus teams to develop and implement strategies and activities to promote student persistence.
17. Advocate for student needs and provide mentoring.
18. Maintain a positive, helpful, constructive attitude and work relationship with supervisor, college staff, students, and the community
19. Other related duties as assigned.

Qualifications:

- A Bachelor’s degree in counseling, human services, social work, social sciences, education or related area is required. A Master’s Degree in counseling, education, or related field is preferred.

Other Qualifications:

- Knowledge of and commitment to the mission and goals of LCOOCC
- Demonstrated commitment to serving students with diverse backgrounds, interests, goals, and abilities
- Strong organizational skills, including the ability to handle details and multiple tasks with deadlines met
- Knowledge of LCOOCC program offerings, admissions requirements, the college search process, and financial aid in order to assist to prospective and current students
- Strong written communication skills
- Excellent interpersonal communication skills, including the ability to work effectively with students, faculty, and staff
- Knowledge of technology used in educational programs and service, including Microsoft Word, Microsoft Excel and PowerPoint or similar software
- Position requires a willingness to travel to college outreach sites as needed and a clean driver’s record.
**Work Environment:**

- Office, classroom and campus facilities environment.
- Will require some local travel.

**Application Process:**

Please submit either hard or electronic copy of a cover letter, resume, transcripts and a completed LCOOCC job application (available online at www.lco.edu) to:

Human Resources  
Lac Courte Oreilles Ojibwa Community College  
13466 W Trepania Road  
Hayward, WI  54843  
Phone: 715-634-4790  Fax: 715-634-5049  

Lac Courte Oreilles Ojibwa Community College encourages applications from all peoples and sources however; we follow an Indian preference policy when hiring.

“The Lac Courte Oreilles Ojibwa Community College mission is to provide Anishinaabe communities with post secondary and continuing education while advancing the language, culture, and history of the Ojibwa.”