

NEW MEXICO HIGHLANDS UNIVERSITY
LAS VEGAS, NEW MEXICO 87701
PUBLIC VACANCY NOTICE

Posting Date: November 18, 2009

Deadline Date: Open Until Filled

Position: Intervention & Retention Coordinator

Department: Academic Support

Rate: (Band 104) \$36,274.25

Job Type: 12 Months/Full-Time

FLSA: Exempt

Reports To: Director of Academic Support

SUMMARY: The person in this position is responsible for working closely with the Director to develop program and initiatives to support academic success. Will also act as an expert in academic intervention and retention and actively participate in building and implementing retention initiatives.

DUTIES & RESPONSIBILITIES:

- Implement and oversee university-wide programs including Early Alert, Academic Retention, and Academic Advisement.
- Work closely with faculty, academic department, athletic department, and administration to ensure that retention efforts are in place.
- Providing professional guidance, consultation, representation, and support to University and community constituencies on matters, trends, and issues pertaining to the advisement and/or retention of students of the University.
- Serves as a source of professional expertise for the organization on related academic affairs topics.
- Maintains and disseminates a current knowledge and understanding of relevant developments, trends, policies, and emerging issues within the community and the general higher education environment.
- Deals directly with academic faculty, advisors, and/or University clientele in the management and resolution of complex and/or sensitive day-to-day issues associated with degree matriculation. Actively participates in professional workshops, seminar, and associations local, state, regional, and national basis to include conference presentations.
- May supervise staff in the execution of program/project initiatives.
- Maintain regular attendance.
- Perform other job related duties as assigned.

EMPLOYMENT REQUIREMENTS:

- None

KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of principles and methods for curriculum and training design, teaching and instruction as they apply to higher education.
- Ability to maintain confidentiality.
- Knowledge and understanding of student academic advisement, development and retention issues, trends, and programs at both the undergraduate and graduate levels.
- Knowledge and understanding of University catalog.
- Knowledge of academic recruitment and advisement policies, procedures, systems, regulations, and standards at the university level.
- Knowledge of available university resources and programs.
- Knowledge of applicable university student forms.
- Skill in on-line data entry to information systems.
- Knowledge of Banner forms, Banner Web and ODBC access of Banner tables.
- Skills in organizing and planning.

- Ability to communicate effectively both verbally and in writing.
- Ability to present effectively to small and large groups.
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to provide technical leadership and project managements within an area of technical expertise.
- Ability to analyze, summarize and effectively present data.
- Skill in the use of personal computers and related software applications.
- Ability to create, compose and edit written materials.
- Ability to effectively counsel students with academic difficulties.
- Ability to foster a cooperative work environment.

PHYSICAL REQUIREMENTS:

- Repetitive hand motion and prolonged use of computer.
- Sitting for extended periods of time.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office work environment.
- Work with frequent interruptions.

MINIMUM QUALIFICATIONS:

- **EDUCATION:** Bachelor's Degree in any field.
- **EXPERIENCE:** Three (3) years work experience in higher education.
 - **Preferred:** Master's Degree in any field.

APPLICATION PROCEDURE: Interested applicants must submit: 1) a letter of interest; 2) resume; 3) University employment application; 4) names/address/telephone numbers of 3 professional references; 5) Copies of transcripts.

Candidates who are invited for interviews will be required to submit official transcripts.

References will be contacted in conjunction with interviews. Submit materials to:

**New Mexico Highlands University
Human Resources
Intervention & Retention Coordinator Search
Box 9000
Las Vegas, NM 87701**

Email applications will be accepted: metrujillo@nmhu.edu

For disable access or services, call (505) 454-3242 or TDD# (505) 454-3003.

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