

Position Announcement
The University of West Alabama
Livingston, Alabama 35470

Retention Specialist/Advisor

Effective Date: July 12, 2021

Qualifications

Essential:

1. Master's degree in a relevant discipline from an accredited institution; Bachelor's degree with at least 18 graduate hours and at least two years of work experience will be considered
2. At least one year of working experience as an academic advisor, academic coach, or similar role in higher education
3. Ability to develop and facilitate workshops in areas such as, but not limited to, study skills, time management, stress management, conflict resolution, and other related topics
4. Experience working with diverse student populations
5. Working knowledge of degree audit and student information systems for reviewing student records, registration, and academic issues
6. Proficiency in current technologies and word processing, database, presentation, and spreadsheet software, especially Microsoft Office applications
7. Strong communication and interpersonal skills
8. Demonstrated commitment to student/customer-centered service and support

Desired:

1. Experience using social media to promote and engage college students in retention-related activities
2. Experience using WebAdvisor, Self-Service, and Blackboard
3. Experience using Appreciative Advising or developmental advising techniques
4. Experience using early alert reporting systems, student databases, and/or advising software for tracking
5. Experience developing and implementing retention-related programs and services to college students

Responsibilities:

1. Advise, monitor, track, and provide academic support to students as assigned
2. Assist in developing and implementing retention programs and follow-up on existing initiatives
3. Identify new outreach opportunities to engage high-risk students or re-engage students who have left the institution without completing a degree
4. Assist students in assessing their skills, interests, and aptitudes as well as identifying realistic career goals and developing individual educational plans
5. Assist students and faculty to solve issues that arise related to progress towards academic goals, persistence, attendance, and graduation
6. Assist students in understanding and adjusting to the demands and culture of higher education
7. Assist with events and other learning opportunities that support students in reaching their academic and career goals

8. Provide information and assist students in areas such as academic standing, university policies, campus resources, admission to selective programs, major and course selection, financial aid information, and graduation requirements
9. Develop and conduct workshops and classroom presentations as well as coordinate other events that support student academic and personal success
10. Provide appropriate referrals for students who may be experiencing academic difficulty as determined by evaluations, deficiency reports, early alert reports, class withdrawals, or university withdrawal
11. Assist in statistical data collection for reporting and/or funding purposes
12. Assist in updating and/or developing academic success and advising resources including, but not limited, to online and print resources
13. Teach at least two sections of UWA 101 each fall and one section each spring
14. Teach UWA 200 as needed
15. Perform other duties as assigned by the Director of Institutional Effectiveness and Retention or other appropriate administrators

Salary: Dependent upon credentials; includes excellent medical and retirement benefits.

Application Deadline: Review of applications will begin upon receipt, and continue until the position is filled.

To Apply: Send materials listed below to:

Dr. Angel Jowers, Director
Office of Institutional Effectiveness and Retention
The University of West Alabama
Station 18
Livingston, AL 35470
ajowers@uwa.edu

1. Cover Letter
2. Resume or curriculum vitae
3. Email and phone numbers of at least three current professional references
4. Transcripts of all college work (unofficial transcripts will suffice for the application; official transcripts must be submitted immediately upon employment)

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AA/EO Employer.

Minority applications encouraged.