



## **Position Announcement University Studies Retention Associate**

The general education program (University Studies: [www.pdx.edu/unst](http://www.pdx.edu/unst)) at Portland State University seeks a Retention Associate. The Retention Associate reports to the Director of University Studies.

Specific job duties include:

- The Associate will develop student resources to support students' transition to PSU and to meet their institutional needs while enrolled, for example developing student tip sheets and a student success website.
- Conduct research to evaluate PSU's retention efforts, with a focus on first- and second-year students in University Studies courses. Topics might include retention including: enrollment and yield projections for first-year programs; predictive analysis of retention/withdrawal; reasons for student withdrawal; student learning and success; and other subjects of interest to University Studies.
- Work with faculty to identify students at risk and connect them with resources on campus.
- Coordinate and support University Studies' partnerships with other university units, including Undergraduate Advising, Academic Affairs, Student Development, Residence Life, and academic departments.
- Works with relevant campus-wide committees to develop effective strategies for the continuous cycle of assessment and evaluation with regard to student success and retention.
- Conducts or supports quantitative and qualitative studies on topics related to first-year experience programs and
- Other related duties as assigned.

Minimum qualifications: A Master's degree in education or a social science discipline and at least two years experience in implementing retention initiatives and research in retention and student success is required. Familiarity with SPSS and quantitative and qualitative methodologies required. A PhD or Ed.D and a demonstrated knowledge of first-year experience programs are desirable. Strong interpersonal, writing and communication skills and ability to apply tact and good judgment in dealing with all levels of

university staff, administrators, and faculty and discretion in handling confidential information is necessary. Must be able to successfully pass a criminal background check.

The starting annual salary rate for this position will be \$40,000 - \$45,000 dependent upon qualifications and experience, with an excellent benefits package including fully paid healthcare; a generous retirement and vacation package and reduced tuition rates for employee, spouse or dependant at any of the Oregon University System schools. Applicants must see the announcement & application instructions at [www.hrc.pdx.edu](http://www.hrc.pdx.edu) under the heading of "Faculty and Administrative Openings." Review of applications will begin immediately and will continue until finalists are identified.

Portland State University is an Affirmation Action Equal Opportunity institution and, in keeping with the President's diversity initiative, welcomes applications from diverse candidates and candidates who support diversity. For further information, please see our website at [www.pdx.edu/unst](http://www.pdx.edu/unst).