

Student Retention Specialist – 994804

H. Wayne Huizenga School of Business & Entrepreneurship

Location Main Campus, Ft. Lauderdale, FL 33314

Commensurate with experience

Non-Faculty Full time

Reg FT w/Benefits

Primary Purpose:

To develop, administer, and facilitate programs to retain undergraduate and graduate business students within the Huizenga School.

Essential Job Functions:

- 1. Create, implement and manage programs designed to promote student retention. Collaborate with university leadership (ex. Career Services, Financial Aid, Residential Life, Counseling) to develop and deliver programs to promote student engagement, involvement, and faculty-student interaction.**
- 2. Develop and oversee programs designed to assist academically at-risk students.**
- 3. Manage the identification of and communication with students on academic warning, probation, and suspension. Provide reports to management team and academic advisors; make recommendations for interventions.**
- 4. Facilitate communication with students, including notification of status and expectations / responsibilities.**
- 5. Monitor student progress and update academic status.**
- 6. Provide leadership to academic advisors who are working with students at risk for attrition.**
- 7. Train academic advisors and other personnel in retention and student development techniques and theories.**
- 8. Manage retention initiatives for continuing students, identify students who have not re-enrolled and proactively contact them regarding registration.**
- 9. Design, coordinate and facilitate orientations and workshops for business students.**
- 10. Identify students eligible for Dean's list recognition. Facilitate notification of students.**
- 11. Plan, coordinate and execute commencement ceremonies for main campus and international locations in conjunction with the Office of the Registrar and other University departments.**
- 12. Other duties as assigned by the Director or Associate Director.**

Marginal Job Functions:

- 1. Represent department on University-wide committees.**
- 2. Assist management team on special projects.**
- 3. Engage in professional development activities including attending national and regional conferences. Deliver presentations at conferences.**

Required Education Bachelor's Degree

Required Experience:

- 1. Two or more years of academic advising, student personnel or related experience.**
- 2. Experience in program development, management and delivery, preferably in higher education retention programs.**
- 3. Demonstrated leadership ability.**
- 4. Ability to work independently.**
- 5. Available to work some nights and weekends, as needed.**

Preferred Qualifications:

- 1. Master's Degree**
- 2. Management / supervisory experience.**
- 3. Strong organizational, interpersonal and written communication skills.**
- 4. Teaching traditional aged college students and adults. Facilitation of workshops and / or orientations.**

Please apply online at www.nsujobs.com

EOE