### JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>30078</th>
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<tbody>
<tr>
<td>ASU Job Title</td>
<td>Specialist</td>
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<tr>
<td>Job Title</td>
<td>Retention Specialist</td>
</tr>
<tr>
<td>Campus Location</td>
<td>West</td>
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<tr>
<td>Department Name</td>
<td>MLF Teachers College</td>
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<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
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<tr>
<td>Scope of Search</td>
<td>Open</td>
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<tr>
<td>Grant Funded Position</td>
<td>This is not a grant funded position and is not contingent on future grant funding.</td>
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<td>Close Date</td>
<td>March 03, 2017</td>
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#### Job Description

The Mary Lou Fulton Teachers College at the West campus seeks a qualified individual to work collaboratively with the Teachers College faculty, staff and student population to develop, coordinate and implement a variety of programs that will enhance the college experience and contribute to the retention of current students.

#### Minimum Qualifications

Bachelor’s degree in a field appropriate to the area of assignment AND three (3) years of related experience; OR, Seven (7) years of related experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

#### Desired Qualifications

- Evidence of a Master’s degree in Education or related field
- Experience in the area of student engagement, retention and/or recruitment
- Demonstrated knowledge of higher education student development theory and practices
- Experience with planning and implementing student activities and programs
- Experience in presenting to small and large groups
- Experience in using Microsoft Office applications (i.e., Word, Excel, Publisher and/or Access)
- Evidence of effective verbal and written communication skills
- Experience with Salesforce case management systems
- Demonstrated knowledge of Arizona high schools, community college and other education agencies within Arizona

#### Working Environment

- Communicate effectively verbally and in writing to perform essential duties
- Work in an office setting and use a computer and standard office equipment
- Work under deadlines and in a flexible environment
- Maintain spreadsheets, databases and develop reports
- Maintain and foster good working relationships with students, faculty and education partners
- Coordinate and supervise the work of others
- Drive to all campus locations and educational settings throughout Arizona
- Lift at least 40 pounds

**WORK SCHEDULE:** Monday - Friday from 8:00AM - 5:00PM (some evenings and weekends required)

**Essential Duties**

- Create and implement programming aimed at the engagement and retention of Teachers College students, specifically freshmen exploratory
- Serve as advisor for student clubs and organizations that contribute directly to the success of Teachers College students
- Develop programs and related activities that promote academic excellence, civic responsibility and leadership both within and outside of the classroom
- Coordinate programs that inform and engage prospective students, parents, counselors, teachers and other community members in a variety of settings, both on- and off-campus
- Coordinate programming for specific student populations, including but not limited to New American University Scholars, academically at-risk and out-of-state students
- Oversee student engagement programs for the Education Residential Community on ASU's West campus and provide support and assistance with all Teachers College Residential Communities across the ASU campuses
- Work collaboratively with the Retention team and student services staff to ensure student success
- Participate in the implementation of existing engagement related programs
- Participate in student orientations, convocation and other Teachers College recruitment and advising events and programs as assigned
- Evaluate effectiveness of retention efforts, monitor expenditures and prepare reports
- Participate in events at all ASU campus locations and throughout Arizona (some evenings and weekends required)

**Department Statement**
The home base for this position will be on the West campus of Arizona State University although Mary Lou Fulton Teachers College has programs at all four campuses. For more detailed information about Mary Lou Fulton Teachers College, please visit our website at [https://education.asu.edu](https://education.asu.edu).
ASU offers a tuition discount for the employee, their spouse and dependents. ASU also offers a competitive benefits package including paid vacation and holidays, health insurance and more.

You must possess a valid Arizona Driver's License upon employment.

The Mary Lou Fulton Teachers College actively encourages diversity among its students, faculty and staff.

**ASU Statement**

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

**Employment Verification**

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

**Background Check Statement**

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

**Instructions to Apply**

Application deadline is 3:00PM Arizona time on the date indicated. Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position. Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.
ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

**Instructions for ASU Online Employment Applications**

- Go to the ASU Human Resources site: [https://cfo.asu.edu/hr-applicant](https://cfo.asu.edu/hr-applicant) and scroll down to apply for an ASU job now.
- For staff positions click on **Internal Applicants** (for existing ASU employees) or **External Applicants** (you must create an ASU account or enter existing account information).
- From the ASU Welcome page which is the new Talent Gateway (gives applicants several online options for the recruiting process), click on **Search Openings** to locate positions of interest.
- From the Search Openings page, customize your search or simply click the **Search** button to view all ASU staff job openings.
- From the Search Results page, scroll to positions of interest and click on the red Requisition ID **30078BR** at the left to apply.
- From the Job Details page, review the posted job description and click the **Apply To Job** button to begin the online application process.

Then, answer the questions to complete the ASU Kenexa online employment application (**Note**: you will be asked to submit your cover letter, resume and three personal references as part of the application process).