## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>31748</th>
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</thead>
<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>Polytechnic</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>
</tr>
<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>May 09, 2017</td>
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### Job Description

The Mary Lou Fulton Teachers College at the Polytechnic 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 applications (i.e. Word, Excel, Publisher and/or Access)
- Evidence of effective verbal and written communication skills
- Demonstrated knowledge of Arizona high schools, community colleges and other educational agencies within Arizona

### Working Environment

- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse.
- Required to stand for varying lengths of time and travel moderate distances to perform work.
- Frequent bending, reaching, lifting, pushing and pulling up to 40 pounds.
- Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts.
- Communicate to perform essential functions
- Regular use of standard office equipment including, but not limited to: computer workstation/laptop (keyboard, monitor, mouse), printer, fax, calculator, copier, telephone and associated computer technology peripherals.
- This position receives regular review of objectives.

### Essential Duties

- Creating and implementing programming aimed at the engagement and retention of Teachers College students, specifically freshmen exploratory
- Serving as advisor for student clubs and organizations that contribute directly to the success of Teachers College students
- Developing programs and related activities that promote academic excellence, civic responsibility, and leadership both within and outside of the classroom
- Coordinating 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
- Overseeing student engagement programs for the Education Residential Community on ASU's Polytechnic campus and providing support and assistance with all Teachers College Residential Communities across the ASU campuses
- Working collaboratively with the Retention team and Student Services staff to ensure student success
- Participating in the implementation of existing engagement related programs, such as Edventure and iTeachAZ Orientation
- Participating in new student orientation, convocation and other Teachers College recruitment and advising events and programs as assigned
- Evaluating effectiveness of retention efforts, monitor expenditures and prepare reports
- Participating in events at all ASU campus locations and throughout Arizona

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

### Department Statement

Arizona State University's Mary Lou Fulton Teachers College creates knowledge, mobilizes people and takes action to improve education. Nationally recognized as a leading innovator in teacher education and scholarly research, Mary Lou Fulton Teachers College prepares over 1,500 educators annually through bachelor's, master's and doctoral degree programs.

Working with a mindset of creative intrapreneurship to bring positive change within organizations, Mary Lou Fulton Teachers College brings people and ideas together to improve student outcomes. We seek to develop a renewable resourcefulness in individual educators, in schools, in school districts and in communities.
In line with the charter and design principles of Arizona State University, Mary Lou Fulton Teachers College asserts the following four core values:

- Pursue excellence at scale to achieve impact
- Exercise leadership through innovation
- Champion diversity of people and ideas
- Share responsibility for the strength of communities

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 Applicannts (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 **31748BR** at the left to apply.
- From the Job Details page, review the posted job description and click the ApplyTo 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)**.