



**Position Title:** Executive Director for Retention and Student Success  
**Reports To:** Vice President for Student Affairs  
**Department:** Student Affairs  
**Classification:** Full-time, Salary Exempt, 12-months, Benefits Eligible

## **POSITION OVERVIEW**

The Executive Director for Retention and Student Success will provide oversight and supervision to academic advising, academic support services and retention.

## **DUTIES AND RESPONSIBILITIES**

- Provide strategic direction, operations and oversight of all three areas in order to create a seamless structure to support retention and persistence practices at the institution
- Serves as the point person for first year advising services, academic support resources, retention and completion practices
- Responsible for monitoring the overall student population's advancement toward degree completion and graduation rates in order to develop a plan for improving student retention and graduation rates
- Serve as a liaison between academic divisions to build opportunities for the unit and faculty collaboration for retention and persistence partnerships
- Occasional work may be required beyond normal working hours which includes evenings and weekends
- Other duties as assigned

## **MINIMUM QUALIFICATIONS**

- Terminal degree in Counseling, Education, a specific discipline, or a related field
- Minimum of five years of experience (5+ years preferred) working in retention, academic recovery and support, student success, academic advising, teaching, and/or within other student success initiatives
- Three years of supervisory experience is required
- Doctoral degree and 5+ years of supervisory experience preferred

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to work with and collaborate well with high-level administrators, faculty, staff, students and their families
- Working knowledge of admissions, financial aid, Registrar and records, student accounts, and student support services
- Have current knowledge of evidence-based best practices related to retention and student success
- Works well as part of a team-oriented environment

- Ability to analyze and synthesize quantitative and qualitative data for the purposes of implementing innovative practices and strategies around retention and student success
- Ability to maintain confidential information
- Excellent organizational, written, and verbal communication skills

### **WORKING CONDITIONS/PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: [jobs@loc.edu](mailto:jobs@loc.edu). Please put the job title in the subject line

- Cover Letter and Resume/ unofficial transcript of highest educational level completed
- 3 references including contact information

**Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.**

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

**No Solicitations or Phone Calls Please**