



**Position Title:** Retention Center Coordinator

**Reports To:** Dean of Retention and Student Success

**Department:** Student Retention and Success

**Classification:** Full-time, Salary Exempt, 12-months, Grant-funded, Benefits Eligible  
Reappointment Based on Annual Review

## **POSITION OVERVIEW**

The Retention Center Coordinator serves as support for the Student Retention and Success Center. This position plays a crucial role in supporting the operations within the Student Affairs administration and, specifically the Dean of Retention and Student Success. Responsibilities include, but are not limited to, supporting the maintenance of the center, collaborating with offices and disciplines to promote student success and retention; maintaining accurate records of services and compiling accurate reports that reflect the records and as they pertain to student management and retention; coordinating and overseeing tutorial scheduling maintaining accuracy, integrity and confidentiality of student records and student activities.

## **DUTIES AND RESPONSIBILITIES**

- Maintaining tutor schedules; tracking students access to the center and satellite centers, and monitoring the impact that tutoring has on students' grade
- Monitoring student attendance to support student outcomes. Maintaining tutorial database
- Maintaining Teams, social media, and website postings
- Meeting weekly with Dean for the purpose of analyzing and supporting student retention
- Submission of weekly and monthly reports
- Assisting with data collection and maintenance including surveys, meeting minutes, and other assigned items
- Tutorial and resource development and maintenance; data collection and reporting
- Maintaining proper documentation for student support and tutoring services (as providers of and partakers of such services)
- Serving as a resource referral guide
- Assisting with scheduling and implementation of s Program Satisfaction Survey
- Tutor development and trainings in support of student leadership
- Additional responsibilities as assigned

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree from an accredited college

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

- Ability to contribute productively as a team member
- Excellent oral and written communication
- Ability to work under pressure
- Excellent organization skills
- Problem-solving

## **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**