



Job Title: Student Engagement Coordinator

Reports To: Dean, Student Success and Retention

Department: Student Success and Retention

Classification: Full-time, Exempt, Grant-funded, 12 months, Benefits Eligible

SUMMARY OVERVIEW

The Student Engagement Coordinator provides support to advance the mission of the Office of Student Success and Retention. The coordinator facilitates connection for advising, campus involvement, support services, and career exploration.

DUTIES AND RESPONSIBILITIES

- Coordinate communications for campus message boards, e-blasts, and social media
- Develop outreach and training presentations for college constituents related to engagement, persistence, and retention
- Provides academic advising connections for students to faculty
- Maintain effective advising practices to support satisfactory academic performance, persistence, and completion
- Provides analytical data used to support student success initiatives and programs to the Dean of Student Success and Retention
- Assist in the coordination of New Student Orientation and Family Experiences
- Ensure intervention measures are implemented for at-risk students as needed
- Collaborates with college constituents to ensure support services are available and utilized by students
- Develop academic plan for students who do not meet satisfactory progress
- Serve as a liaison to engagement and retention related committees
- Works with career services to provide collegiate opportunities for career development
- Manages the retention center services for all students
- Assist in reclamation activities using various modes of communications, monitoring, and tracking
- Other duties as assigned

MINIMUM QUALIFICATIONS

- Master's degree required in Counseling, Education, or related field

KNOWLEDGE, SKILLS & ABILITIES

- Demonstrated experience of having worked with and or taught students in an academic environment preferred
- Excellent interpersonal and customer service skills

- Excellent written and verbal communication skills
- Planning and organizational skills
- Proficient use with Microsoft Office

WORKING CONDITIONS/PHYSICAL DEMANDS

Work is normally performed in a typical interior/office environment, which requires business professional attire. While performing the above job duties, the employee may be required to sit or stand for long periods of time. The employee, frequently, is required to walk, stand, reach and lift (20) pounds.

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

- Cover Letter
- Resume
- Unofficial transcript of highest education 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