

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Retention Coordinator (GRANT FUNDED POSITION)	FLSA status:	Exempt
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DEPARTMENT:	Associate Degree Nursing	REPORTS TO:	Chair – Associate Degree Nursing
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Position summary: No job description can specify every professional responsibility of the coordinator. When an individual accepts a student support assignment, he or she assumes the responsibility of meeting the needs of students and of actively assisting the College as it strives to fulfill its goals and objectives. These responsibilities may therefore require the coordinator to undertake professional duties not specifically mentioned in the job description. The retention coordinator is generally responsible for the overall duties associated with recruiting, remediating, and retaining students. The coordinator shall be directly responsible to the department chair for the following duties and responsibilities.

Position responsibilities:

- Plan and participate in student recruitment activities, including early high school admissions, throughout the service area.
- Assist in identifying at risk students who need academic and/or practical assistance to succeed in the program.
- Create a wholesome, meaningful environment for learning through student engagement.
- Use official Panola College syllabi for target outcomes for remediation activities.
- Hold meetings and classes in a timely manner and promptly notify the appropriate administrator in case of absence.
- Provide flexible hours to meet with students.
- Maintain documentation of all activities including assessments and meetings with students.
- Submit all student grade reports to Student Services according to schedule.
- Report student problems to the appropriate Chair.
- Provide advising to students and potential students, establishing a positive student-teacher relationship.
- Work with instructors to develop innovative retention activities.
- Attend all faculty meetings, commencements, and special events.
- Participate in extra-curricular and student activities
- Participate in faculty meetings of Department and/or Division
- Provide reports and data as assigned.
- Participate fully in professional development activities.
- Follow all college district policies.
- Serve as a good public relations agent in the classroom and in the community.
- Remain loyal to the College and its purpose.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Associate Degree Nursing Coordinator: Master's degree with at least six graduate hours in nursing. Teaching experience at the college level preferred.
- Coordinator required to work as needed, which includes teaching face-to-face, online, and on- and off-campus sites for both day and evening activities and possibly weekends.
- Nine month contract

Knowledge, Skills, and Abilities Required:

- Commitment to the philosophy of the college.
- Thorough knowledge of discipline with the ability to teach students to use critical thinking and problem solving skills.
- Knowledge of learning theory-motivational, perceptual, and emotional forces present in the learning process and the conditions which affect individual learning and change.
- Knowledge of theories of leadership-alternative techniques and styles for guiding, motivating, and directing individuals under various situational conditions to achieve effective performance.
- Knowledge of current development in related fields of specialization with the ability to keep current with new developments.
- Skills and ability to use current technology.
- Ability to contribute and present innovative ideas for retention and remediation.
- Ability to demonstrate consideration of others.

- Ability to manage time to evaluate each student's progress.
- Ability to deal effectively and fairly with a variety of individuals in a courteous manner.
- Ability to speak, read and write the English language effectively.
- Ability to clearly and effectively present ideas in discussion and oral presentations.
- Ability to meet deadlines for reports and other required paper work.
- Ability to present a positive and professional image when representing the college.
- Ability to safeguard confidential information from intentional or unintentional disclosure.
- Ability to perform all the essential functions of this job.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 50 pounds.
- No or very limited exposure to physical risk.
- Some travel required.