

**MINORITY STUDENT RETENTION SPECIALIST**

**DEFINITION**

To develop minority student retention plans with the Minority Student Retention Committee and to implement these plans; to provide day to day logistical support services for minority student instructional retention programs; and to provide coordinative services for the mentorship program in order to enhance the recruitment, retention, graduation and transfer rates of targeted minority student populations.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from an educational manager.

May exercise technical or functional supervision over student assistants and hourly classified staff.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

Identify potential student populations for each minority student program through the matriculation process, instructors, and other referrals.

Maintain appropriate records and data regarding the retention programs, prepare reports and make presentations as required.

Organize and run mentorship program case management workshops.

Organize and run workshops for target student populations regarding mentorship programs.

Identify and develop college and community resources that will assist students to achieve educational success.

Recruit, interview and match mentors and mentees.

Monitor and maintain retention program budgets and expenditures, and assist in the preparation of those budgets.

Coordinate and conduct minority student recruitment, community outreach programs, scheduling students and potential students with counselors, and student retention and mainstreaming activities.

Monitor student progress and investigate areas where additional support is indicated, referring students to appropriate resources and providing advisory services.

Coordinate orientation/assessment/enrollment support for target groups.

Hire, train and evaluate student and classified hourly employees.

Write and distribute periodic newsletters for participants in the retention programs.

(Over)

**EXAMPLES OF DUTIES (CONTINUED)**

Update, design, write and oversee the publication of appropriate manuals and forms.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**Knowledge of:

Policies, procedures, rules and regulations for student recruitment and retention.  
The California community college system and the four-year university systems.  
Methods for recruiting minority students.

Skill to:

Understand and be sensitive to multicultural concerns in a college setting.  
Use a computer to perform word Processing and to access and update records and files.  
Coordinate student services programs.  
Interact positively with diverse cultural groups and individuals.  
Establish and maintain effective working relationships with those contacted in the performance of required duties.  
Communicate effectively both orally and in writing.  
Provide accurate and complete information to supervisor as requested.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

One year working with minority populations.

At least one year of full time work experience with demonstrated experience writing detailed, clear and concise reports.

Recruitment of minority students.

Coordination of student services programs.

Training:

Equivalent to a Bachelor's degree with studies in one or more of the following: multicultural education, counseling, human development or sociology.