



Director for Retention and Student Success

Founded in 1891, West Virginia State University (WVSU) is a public-land grant institution, which was originally founded as a historically black university, but which has evolved into a fully accessible, racially integrated and multi-generational institution serving approximately 3,514 students. The University is a community of students, staff, and faculty committed to academic growth, service and preservation of the racial and cultural diversity of the institution. WVSU offers 23 undergraduate and six graduate degrees through its four colleges. WVSU competes in athletics at the NCAA Division II level in five men's sports and five women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Reporting to the Vice President for Enrollment Management and Student Affairs, the Director of Retention and Student Success is responsible for all initiatives related to student retention and academic support services.

Position Responsibilities

- Lead collaborative efforts and engage a broad array of campus stakeholders to develop and implement a comprehensive university-wide student retention and academic success plan.
- Develop and implement an integrated approach for the delivery of academic support services in support of the University's commitment to student retention and academic success.
- Develop and lead new programming and retention initiatives for first-year, second-year and transfer students.
- Develop and manage the function of testing, academic coaching in writing, math, supplemental instruction, and academic support and student success programs.
- Establish action plans for re-admitted students who were previously suspended for poor academic performance.
- Utilize technology and student information system to track, assess, monitor, and report student retention, persistence, and graduation rates.
- Deploy an early warning system to identify and monitor at-risk students, and implement interventions that directly support student retention and success.
- Compile and analyze real-time and historical student enrollment data to develop, improve, and implement programs to enhance student retention and academic success.
- Partner and work closely with Academic Affairs, Enrollment Management and Student Affairs, and other campus stakeholders to garner support and participation in student academic success initiatives.

- Develop, maintain and communicate a complete list of academic student support services for faculty and staff to reference to assist with retention related matters.
- Maintain knowledge of current higher education trends in student retention and academic student support programs.
- Prepare and monitor departmental fiscal operating budget.
- Provide leadership and management to four full time staffers.

Required Qualifications and Experience:

- A Master's degree and at least five or more years of progressive leadership experience related to student retention and success.
- Demonstrated experience with assessment and evaluation of student retention and academic support services.
- Proven track record in utilizing real-time and historical student trend data to develop, implement, and assess strategies related to student retention and success.
- Demonstrated success in the capacity to collaborate with all administrative levels at a university; and the ability to work effectively with tact and diplomacy.
- Demonstrated experience in the selection, supervision, development and retention of a diverse staff of professionals.
- Strong communication skills, excellent interpersonal and organizational skills, effective oral and written skills; excellent ability to manage multiple complex projects in deadline driven fast-paced environment both independently and as an effective team leader and member; possess initiative and high energy.
- Proficiency in working with customer relations management systems and student information system databases (e.g. Banner, EMAS, Hobson's CONNECT, People Soft) and possess the ability to compile data and produce reports.
- Evening and weekend work hours are required when necessary.
- Employment contingent upon successful completion of a background check and must possess a valid driver's license.

Salary

Commensurate with experience.

Application and Nomination

Candidates should submit their application materials by **Friday, February 23, 2018**. Review of application materials will commence until the position is filled. Candidates are required to submit a cover letter, resume, unofficial transcript, and three professional references (name, title, address, telephone number, and e-mail address). Please submit application materials via email in PDF (preferred) or Word to: **rdemployment@wvstateu.edu** or mail to:

West Virginia State University Research and Development Corporation
Attn: Search Committee
Director of Retention, Institutional Effectiveness and Analytics
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Institute, WV 25112

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