

TRIO Student Support Services (SSS) at Simpson College seeks applications and nominations for the position of Retention Coordinator. This is a 42-week contract beginning the first full week of August, full-time, exempt position which reports to the Director of Student Support Services.

TRIO Student Support Services (SSS) is a federally funded grant program for first-generation, low-income, and students with disabilities. The purpose of the program is to promote academic success, personal development, and retention of college students who are traditionally under-represented in post-secondary education. Simpson is a four-year private college of the liberal arts and sciences affiliated with the United Methodist Church.

Duties

The Retention Coordinator manages a caseload of approximately 70 SSS participants and provides each of them with individualized academic coaching and advising including mentoring, personal development, Individualized Education and Career Plans, and other personalized needs. The Retention Coordinator's responsibilities also include planning and implementing SSS events, as well as training and supervising academic year peer mentors and summer bridge mentors.

Qualifications

Master's degree required in Education, Counseling, or related area. Minimum 2 years of program experience in counselling or academic support services of low income, first generation and/or minority students. Knowledge of collegiate academic and financial assistance procedures. Experience of networking and coordinating program activities. Preference given to candidates who have succeeded in overcoming barriers like those of the project's target population.

Knowledge and Skills

The successful candidate will demonstrate a supportive, encouraging approach to students; demonstrate a strong commitment to student success; have excellent interpersonal, written, oral, and intercultural communication skills; be able to make effective public presentations. The successful candidate must be able to work independently as well as cultivate a cooperative attitude toward colleagues and members of the college community. This position requires basic data entry skills, the ability to analyze data, and skills in programs such as Excel and Power Point.

Application Procedure

Interested candidates should submit a cover letter, curriculum vitae or resume, and contact information for three professional references, including addresses, telephone numbers, and e-mail addresses to:

Director of Human Resources
Simpson College
701 North C Street
Indianola, IA 50125

or by e-mail to employment@simpson.edu.

Review of applications will begin immediately and continue until the position is filled. The full-time start date for this position will be: August 3, 2020; as well as a three day training session in Kansas City in June or July, 2020.

Student Support Services has been serving Simpson College since 2005. All TRIO-Student Support Services programs are funded by a US Department of Education grant on a five-year cycle; the current grant cycle will end August 31, 2020. Simpson College has applied for renewal for the September 1, 2020 – August 31, 2025 grant cycle.

It is the policy and practice of Simpson College to provide equal educational and employment opportunities for all. We specifically encourage applications from candidates with background that are underrepresented in higher education.