**Retention Coordinator** (FT)

Albany Technical College seeks a full-time Retention Coordinator. The Retention Coordinator will report to the Registrar. In this position, the Retention Coordinator will provide central coordination of the College’s retention efforts for its academic programs. The Retention Coordinator will be required to exercise considerable skills in: communicating, building consensus amongst diverse constituencies, time management and organization, and project planning and completion. In addition, the Retention Coordinator is expected to maintain professional interpersonal relationships, be self-directed, take initiative, serve as a contributing member on committees and exhibit innovation and creativity to achieve the College’s student retention initiatives. He/she will provide individual and group intrusive academic advisement sessions that promote student academic success skills and a holistic student engagement experience. Additionally, he or she will provide the necessary student success interventions and referrals to increase student retention. The Retention Coordinator will provide intrusive academic advisement to identify and remove student success barriers, utilize oral and written communication, conduct face-to-face advisement sessions with students (individual and group), collaborate with relevant academic and student affairs staff and offer other effective methods for student follow-up and for documenting student interventions. The Retention Coordinator’s collective efforts will assist in maintaining individual programs’ and the overall retention rate above 70% (as measured by TCSG and other institutional metrics).

**Minimum Qualifications:**  The candidate MUST have a Bachelor’s Degree in a related field, Education, Human Services, Counseling, Psychology, Social Work \*OR\* other \*AND\* have two (2) years of work experience in a related field.

**Preferred Qualifications:**  The candidate MUST have a Master’s Degree in Education, Human Services, Counseling, Psychology, Social Work, \*OR\* other related field, with more than three (3) years’ professional experience working at an accredited, public two (2) year institution of higher education.

**Salary/Benefits:** Salary range is between $40K & $50K and is commensurate with education and work experience. Benefits include paid state holidays, annual and sick leave, and the State of Georgia Flexible Benefits package.

**Application Deadline: For best consideration apply by April 14th 2025.** The position will remain open until filled.All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. For more information regarding this position or application instructions, please contact the Human Resources Office at 229.430.1702. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. Albany Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law).

***Note: Due to the volume of applications received, we are unable to personally contact each applicant.***

***If you are considered for an interview, a representative from our college will contact you. Thank you for your interest in Albany Technical College***

|  |  |  |
| --- | --- | --- |
| **Title IX Coordinator:**Trenna Marshall, HR Coordinator1704 South Slappey Blvd.Albany, GA 31701229.430.3619 | **Equal Opportunity Officer:**Lola K. Edwards, Office of Human Resources1704 South Slappey Blvd.Albany, GA 31701229.430.1702 | **Section 504 Coordinator:**Regina Watts, Special Needs Coordinator1704 South Slappey Blvd.Albany, GA 31701229.430.2854 |