Job Posting

Retention Specialist (Nursing Program)

Date Posted: 7/5/2022
End Date: Until Filled

Cisco College is accepting resume packages for the position of Retention Specialist. The Retention Specialist is the provider of resources to help ensure the ability of students to succeed in nursing school and obtain respective licensure. At this same time, this position is a vital liaison between faculty, administration and the student. A full job description is listed separately. This is a full time position with a generous benefit package. Benefits are listed on the Cisco College Website under the Employment section.

A complete resume package includes a completed and signed Cisco College Application (located on the Employment Page of our website at www.cisco.edu), Curriculum Vitae (CV) or resume, Philosophy of Education, and unofficial copies of transcripts. Please ensure all required documents are included with your submission as incomplete packages will be returned unprocessed.

Complete resume packages may be submitted to the following address or email:

Laurie Kincannon
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
humanresources@cisco.edu

Cisco College is an Equal Opportunity Employer
Cisco College
Nursing Faculty Job Description

Job Title: Associate Degree Faculty Position/Retention Specialist
Reports to: Director of Nursing Programs
Developed: Revised 9/6/2022

Job Summary

Responsible for co-teaching in the LVN to ADN Transition program. Will teach up to two courses in the program and function as the ADN Retention Specialist. The Retention Specialist is the provider of resources to help ensure the ability of students to succeed in nursing school and obtain respective licensure. At this same time, this position is a vital liaison between faculty, administration and the student.

Faculty members at Cisco College are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, faculty are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the College Mission, and to cooperate and work harmoniously with College personnel and the public. All Cisco College employees are expected to follow College policies, rules, regulations, and guidelines that relate to the specific position.

Primary Duties

1. Teach a course load of two courses per semester. One course will be co-instruction for the Health Care Concepts course each semester throughout the program. The second course will be taught online.
2. Provide assistance to the lead instructor in the lab for skills check off.
3. Collaborate with course faculty to identify at-risk students.
4. Assist students in identifying needs for time management skills, study skills, content review, clinical skill assistance and test anxiety interventions.
5. Implement interventions for identified needs.
6. Provide remediation for didactic and/or clinical concerns.
7. Track all tests and quiz outcomes in each course for the assigned program/cohort and is prepared to meet with students one-on-one and/or in small/large groups to provide content review and/or exam review.
8. Refer students to outside counseling resources, as needed.
9. Proctor exams as needed.
10. Provide feedback and documentation of students’ status as needed to faculty and administration.
11. Develop and present academic support seminars related to time management or test-taking strategies.
12. Participate in program meetings and committees. Participate in college-wide meetings and committees.

General

1. Reports directly to the Director of Nursing/Health Sciences.
2. Meet regularly with the Department Director and faculty for input and feedback.
3. Maintain a remediation log of appointments and documentation of student needs and tutoring, etc for student files.
4. Research resources for academic and skills remediation.
5. Maintains and updates resource files for remediation and counseling.
6. Maintains communication with faculty and staff regarding student progress.
8. Performs other duties as assigned.

Minimum Qualifications

1. Registered Nurse with current Texas licensure.
2. MSN required. BSN is acceptable if attending an MSN program or willing to start an MSN program within the first two years of employment.
3. Two (2) years’ experience in nursing; actively employed in nursing during the past year, with experience in a hospital or nursing home setting.
4. Demonstrated/proven ability to work with persons from diverse backgrounds.
5. Excellent verbal and written communication skills.
6. Computer skills developed to analyze data of specific content matter.
7. Demonstrated tutoring skills related to a variety of “Subject Content” as required for programs.

Preferred Additional Qualifications

1. Teaching experience at the college level.
2. Ability to relate well to students.
3. Demonstrated verbal and written communication skills.
4. Effective interpersonal skills.
5. Ability to work with faculty, students and community experts who tutor students.
6. Knowledge of teaching methodologies effective with students enrolled in nursing programs.