



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

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Cisco College

Nursing Faculty Job Description

Job Title: Retention Specialist

Reports to: Director of Nursing Programs

Developed: Revised 7/5/2022

Job Summary

In general terms, 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. Collaborate with course faculty and clinical coordinator to identify at-risk students.
2. Assist students to achieve a “Best Practice, Best Textbook NCLEX Focus” as didactic and clinical experiences come together throughout the curriculum.
3. Assist students in identifying needs for time management skills, study skills, contents review, clinical skill assistance and test anxiety interventions.
4. Implement interventions for identified needs.
5. Provide “rapid remediation” for didactic and/or clinical concerns.
6. 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.
7. Refer students to outside counseling resources, as needed.
8. Proctor exams as needed.
9. Provide feedback and documentation of students’ status as needed to faculty and administration.
10. Develop and present academic support seminars related to time management or test-taking strategies.
11. Teach a course load of two courses per semester. Additional courses will be considered overload.
12. Participate in program meetings, committees.
13. 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.
7. Provides data pertinent to retention-attrition rates. Assisting with curriculum review and assessment of student learning (ASL).
8. Performs other duties as assigned.

Minimum Qualifications

1. Two (2) years' experience in the field of study with some related experience in tutoring/student remediation.
2. Demonstrated/proven ability to work with persons from diverse backgrounds.
3. Excellent verbal and written communication skills.
4. Computer skills developed to analyze data of specific content matter.
5. 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.