



POSITION ANNOUNCEMENT

RETENTION COORDINATOR WABASH VALLEY COLLEGE | MT. CARMEL, IL

- DESCRIPTION:** The Retention Coordinator will support, advocate, and directly implement critical specialized, coordinated, and individualized support services aimed at improving student success, increasing student persistence, and improving degree and/or certificate attainment. Job duties include, but are not limited to: implementing District/College strategies by communicating regularly with students to resolve barriers to completion; directing the Early Alert Processes, which anticipates student needs; meeting with faculty to facilitate individual student academic progress and success; identifying high-risk students and provide timely intervention to facilitate appropriate academic progress.
- QUALIFICATIONS:** Bachelor's degree from an accredited college or university required, Master's degree preferred. Experience in higher education, student services, student advisement, counseling, or social work experience preferred. Must have excellent written and verbal communication skills; must be enthusiastic and have a high comfort level working with a diverse population in different contexts; ability to establish and maintain effective working relationships with other employees, students, and the public; ability to organize and prioritize work; must be able to work independently; must have human relations and creative problem solving skills; must have highly developed project management skills, including the ability to track details and manage timelines that are dependent upon the work of others; and, be computer proficient with Microsoft Office 365 products.
- WAGES/BENEFITS:** Based upon \$16.16 to 18.58 per hour, commensurate with education and experience. Benefits include, but are not limited to: medical, dental, and life insurance; paid sick leave, vacation, and personal days; and participation in State Universities Retirement System.
- APPLICATIONS:** Send a letter of interest, resume, IECC application forms (available on our website), and transcripts to iecchr@iecc.edu or mail to:
- Illinois Eastern Community Colleges
Attn: Human Resources
233 East Chestnut Street
Olney, IL 62450
- APPLICATION DEADLINE:** Applications will be reviewed as received and will be accepted until the position is filled.
- STARTING DATE:** Pending approval by the Board of Trustees.

IECC complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Michele Anderson at (618) 395-5299 Extension 5522. Illinois Eastern Community Colleges is a multi-college district with four colleges and an administrative office located in rural southeastern Illinois: Frontier Community College in Fairfield, Lincoln Trail College in Robinson, Olney Central College in Olney, and Wabash Valley College in Mt. Carmel. The colleges are accredited by the Higher Learning Commission.

**IECC's mission is to deliver exceptional education and services to improve the lives
of our students and to strengthen our communities.**

EQUAL OPPORTUNITY EMPLOYER