



TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: Director for Student Retention

Position Summary:

The Director for Student Retention provides leadership and direction in the creation, establishment, and coordination of student retention initiatives at Tougaloo College. The position requires outreach and collaboration with deans and academic departments to support educational efforts and retention by working closely to develop reporting systems for collecting, analyzing, and disseminating retention data to the College. The Director, in conjunction with the Administration, is expected to set a strategic direction for student retention initiatives aimed at increasing student retention and graduation rates. The position may require work days and hours outside of the normal college schedule. The Director reports to the Provost.

Experience/Qualifications:

Required:

- Master's degree from an accredited institution
- Candidates must have experience managing budgets and assessing program effectiveness.
- Experience in academic setting, such as instructor, advisor, advisor, etc.

Required Skills:

- Ability to work with and collaborate well with high-level administrators, faculty, staff, students and their families.
- Working knowledge of admissions, student records and registration, financial aid and student accounts, and student support services.
- Ability to work collaborative with Institutional Effectiveness and Research and have current knowledge of evidence-based best practices related to retention and student success.
- Ability to work well as part of a team-oriented environment.
- Ability to analyze and synthesize quantitative and qualitative data for the purposes of implementing Innovative practices and strategies around retention and student success.
- Ability to maintain confidential information.
- Excellent organizational, written, and verbal communication skills.

Date of Position Opening:	28 June 2021
Application Deadline:	Opened until filled
Salary:	Commensurate with talent and experience
Mail Documents to:	Tougaloo College Attention: Director of Human Resources 500 West County Line Road Tougaloo, MS 39174
Email Documents to:	TougalooCareers@tougaloo.edu

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY; OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

**TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION
EMPLOYER**

HR/03/07/18