



Job Announcement

Retention Specialist

College Assistance Migrant Program

Full-Time/Grant-Funded Exempt Position (January 4, 2010 – August 13, 2010)

Salary: \$35,000 - \$40,000 annual salary – prorated for 7.5 month position.

Recruitment Availability: **Open Date:** November 20, 2009 **Close Date:** December 21, 2009

Benefits: Excellent fringe benefits including health, vision, and dental insurance for entire family (requires employee contribution), optional life insurance, long term insurance, and retirement benefits for employee.

The Retention Specialist will provide academic and career advising to enhance the success and retention of College Assistance Migrant Program (CAMP) participants at Columbia Basin College (CBC). Along with the Director, the Retention Specialist will be responsible for ensuring an individual action plan is developed for each CAMP participant, as well as for developing and presenting group orientations and academic workshops. This position reports directly to the CAMP Director within the Office of Diversity & Outreach Division.

PRIMARY RESPONSIBILITIES

- Provide both academic and non-academic support to CAMP participants. Help participants navigate through college successfully;
- Work with the Director in creating individual action plans structured towards graduation and degree completion;
- Counsel participants on resources available at CBC for financial aid;
- Assist in the creation of learning communities for CAMP participants, as well as recommend other activities available at CBC;
- Provide guidance to struggling participants, inform these participants of options available to them, and make referrals as needed;
- Administer comprehensive needs assessments to CAMP participants and advise individual participants on creating a successful academic plan;
- Advise participants of academic resources available at CBC. Make referrals as needed;
- Provide participants with professional/career development guidance. Monitor and track individual progress of program participants;
- Advise CAMP participants regarding core requirements of CBC. Make recommendations as needed;
- Work with the Director in the planning and implementation of a strategic retention plan;
- Plan and implement activities on campus for program participants;
- Participate in professional development to stay current in professional field;
- Participate in regular meetings with CAMP staff to maintain current information to share with program participants, and to plan retention procedures;
- Create and maintain individual participant files that monitor a participant's progress through the program;
- Develop and maintain a retention contact database to include CBC alumni, community resources, and other useful retention contacts;
- Using knowledge of CAMP federal regulations and policies, produce and assist in the production of program evaluation reports;
- Develop and cultivate relationships with CBC constituencies such as CBC faculty, staff and students;

CBC HUMAN RESOURCES OFFICE

EEO/Veteran/Disabled Employer & Educator

2600 North 20th Avenue • Pasco, Washington 99301 • (509) 542-4833 • <http://www.columbiabasin.edu/jobs>



Job Announcement

- Learn about and advise potential participants about educational opportunities available at CBC; and
- Perform other related duties as assigned.

COMPETENCIES

- **Project Management:** Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; and manages project team activities.
- **Teamwork:** Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; and supports everyone's efforts to succeed.
- **Leadership:** Exhibits confidence in self and others; inspires and motivates others to perform well; can effectively influence the actions and opinions of others; accepts feedback from others; gives appropriate recognition to others; displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; and provides vision and inspiration to peers and subordinates.
- **Delegation:** Delegates work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; and provides recognition for results.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Psychology, Counseling, Education or related field;
- Progressively responsible direct work with students/grants/student services;
- Knowledge of academic planning and retention;
- Strong interpersonal skills and demonstrated experience working collaboratively in a diverse team environment with students, faculty, staff, and the community;
- Familiarity with various assessment tools;
- Demonstrated bicultural skills;
- Demonstrated familiarity with computers and computer-assisted instruction, Microsoft Works, and the Internet;
- Demonstrated ability to exercise professional judgment and leadership while working with students; and
- Demonstrated skill in planning, developing and performing single or multiple job tasks to meet all deadlines, prioritizing, providing follow-up and explaining procedures as necessary.

DESIRED QUALIFICATIONS

- Master's degree in Counseling, Education, Psychology or related field;
- Prior experience with federally funded programs, preferably CAMP, the High School Equivalency Program, or TRiO programs;
- Experience in a higher education setting, providing advising services or counseling to students who are educationally, economically, and otherwise disadvantaged; and
- Knowledge of the community college mission and goals.

TERMS OF EMPLOYMENT

This position is available immediately and is a full-time exempt position for approximately 7.5 months (January 4, 2010 – August 13, 2010). The work hours for this position are Monday through Friday from 7:30 a.m. to 4:30 p.m.; however working hours may vary due to work demands, summer schedule, and some evening and weekend work as required.

CBC HUMAN RESOURCES OFFICE

EEO/Veteran/Disabled Employer & Educator

2600 North 20th Avenue • Pasco, Washington 99301 • (509) 542-4833 • <http://www.columbiabasin.edu/jobs>



Job Announcement

PROCESS NOTE: In accordance with the Child/Adult Information Act, RCW 43.43.830, the candidate selected for hire will be subject to a Criminal History Background Check as a consideration of employment.

CONDITIONS OF EMPLOYMENT: In the interest of providing a healthy, safe and secure educational and work environment, and in order to meet the requirements of federal legislation, it is the policy of Columbia Basin College to maintain an alcohol and drug-free workplace for our employees and students.

PHYSICAL REQUIREMENTS:

- Occasional need to lift at least 20 pounds;
- Ability to sit and stand for long periods of time;
- Frequent need for oral, written and auditory communication;
- Frequent repetitive hand and wrist motions;
- Occasional need for travel; and
- Ability to work in fast paced and/or sometimes stressful situations.

APPLICATION PROCEDURE

Applicants must submit the following in order to be considered for the position:

1. Completed Columbia Basin College Application for Employment.
 - a. Signed Affirmative Action Data Form.
 - b. Applicant Notification & Disclosure Statement (Background Check).
 - c. Department of Retirement Systems Retirement Status Form.
 - d. Signed Abso Background Check Form.
2. Cover Letter/Introductory Letter that addresses why you are interested in the position and how your background, training, and/or experiences qualify you for the position.
3. Current detailed resume of experience, education, and professional training.
4. Three (3) current letters of recommendation. All letters must have been **written within the last year, be signed and dated**, and be from a person having firsthand knowledge of the applicant's professional qualifications. Letters should address how the applicant's qualifications and experience relate to the position. Letters may be faxed directly to the College at (509) 544-2029.
5. A copy of your transcripts. Unofficial transcripts are acceptable.
 - a. **Note: If you are hired, you will need to provide official transcripts at that time.**

All application materials must be picked up, sent from the CBC Human Resources Office by U.S. Mail, or downloaded from our website at <http://www.columbiabasin.edu/jobs>. For further inquiries, please contact Jessica Miller in the Human Resources Office at (509) 542-4833. All application materials must be received in the Human Resources Office no later than 4:30 p.m. (PST) on the closing date. **Only completed applications will be forwarded for consideration by the Screening Committee.**

If you are hired, you will need to provide proof of identity and documentation of U.S. citizenship or appropriate authorization to work in this position as required by the Immigration Reform Control Act of 1986.

CBC HUMAN RESOURCES OFFICE

EEO/Veteran/Disabled Employer & Educator

2600 North 20th Avenue • Pasco, Washington 99301 • (509) 542-4833 • <http://www.columbiabasin.edu/jobs>



Job Announcement

Columbia Basin College operates under an approved affirmative action plan and encourages applications from persons of color, women, veterans and persons of disability. The Human Resources Office is accessible to those with disabilities. If you need accommodation in application or employment, contact the Human Resources Office at (509) 542-4833.

CBC HUMAN RESOURCES OFFICE

EEO/Veteran/Disabled Employer & Educator

2600 North 20th Avenue • Pasco, Washington 99301 • (509) 542-4833 • <http://www.columbiabasin.edu/jobs>