



SHORTER COLLEGE JOB POSTING

Company: Shorter College

Job Title: Community Outreach and Retention Specialist

Department: Adult Education

Status: Exempt

Start Date: Upon completion of Drug Test and Background Checks

Location: North Little Rock, AR

Salary Expectations: Commensurate with Experience and Education

Available Options: 8:30am – 7pm (Mon-Thurs)

8:30am – 6pm (Mon-Thurs) 8:00-12:00pm (Fri)

SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES: The Community Outreach and Retention Specialist will act as a liaison with neighborhood associations. This position will specifically be responsible for assisting with retention efforts and plans for all students on the pathway to completion.

- Recruit & assist with enrolling students in GED and Dual Enrollment Programs.
- Partner with community programs to increase enrollment.
- Serves as a source of support for the college in assisting with preparing support services, social services, and activities. Coordinates Adult Education activities.
- Prepare reports for student enrollment, retention, and testing. Write routine reports and correspondence.
- Plan and prepare events that will bring awareness to academic programs on campus.
- Plan events that will engage students for successful completion of GED and Dual Enrollment Programs
- Function as part of a team assisting students, families, and staff to ensure a successful school experience.
- Works collaboratively by assisting teachers in assessment tasks, student interactions, enforcing safe behaviors, and enhancing social growth of students. Provide non-instructional support to faculty, teachers, and students.
- Prepares interventions plans to work with at-risk students & Assist with retention and completion pathways for program students.
- Handles confidential student information with tact, discretion, and in compliance with FERPA regulations.
- Performs clerical duties, such as making copies, operating office equipment, and record keeping.

EDUCATION and EXPERIENCE: Bachelor's Degree at minimum preferred. Knowledge of recruitment. Experience coordinating and organizing programs and events.

LANGUAGE SKILLS: Ability to make flyers for program. Able to organize work and set priorities for accomplishing work in a timely and effective manner. Must be able to navigate Excel, Word, and PowerPoint. Strong oral and written communication skills.

REASONING ABILITY: Must have knowledge of working in an urban community. Skilled in the use of office and computer equipment and use of standard office software and student information system software. Specifically, must have basic computer literacy, to include Word, PowerPoint, and email management skills. Must be able to work in an environment with frequent interruptions and changing tasks and priorities.

CERTIFICATES, LICENSES, REGISTRATIONS: Not Applicable

WORK ENVIRONMENT: The employee will work in an office environment. Local travel is required.

PHYSICAL DEMANDS: Not Applicable

HOW TO APPLY: Applicants may submit a resume and cover letter to humanresources@shortercollege.edu or
Mail to: 604 Locust Street, North Little Rock AR, 72214