

**NASHUA COMMUNITY COLLEGE
SUPPLEMENTAL JOB DESCRIPTION**

INCUMBENT:

FLSA: Exempt **EEO-6:** 3-30 (Professional) **SOC CODE:** 21-1010

CLASSIFICATION: IC Counselor I **CLASSIFICATION CODE:** 522000

IN-HOUSE TITLE: Retention Specialist/
Academic Advisor **DATE ESTABLISHED:** 3/24/16

POSITION NUMBER: N2R00035 **DATE OF LAST AMENDMENT:** 3/24/16

SCOPE OF WORK: To assist students in reviewing their educational goals, developing plans to meet their objectives, and resolving concerns that arise during the course of their enrollment at the college to foster program completion. This position shall report to the Vice President of Student and Community Affairs at NCC.

ACCOUNTABILITIES:

- Advises and assists students with course selection for each term and provides long-term schedule planning to foster transfer or graduation within specified timeframes;
- Monitors student's standards of academic progress to insure successful program completion;
- Advises and assists students on academic probation and/or in jeopardy of program non-completion in coordination with Program Coordinators;
- Maintains open and frequent communication with student population through mailings, telephone contacts, email, and meetings;
- Informs and refers students to academic support and other available resources on campus;
- Increase persistence rates among students that are currently enrolled and have not progressed towards completion;
- Follows up with students that withdraw from the college to discuss options and increase retention rates;
- Develop advising action plans for students with academic concerns.
- Maintains collaborative relationships with faculty, department chairs and program directors, Registrar, Student Financial Services, and Admissions.
- Assists with student orientation and other campus events as needed;
- Complies with all system, state, and federal rules and regulations including, but not limited to, health and safety policies, the State of NH Policy on Sexual Harassment, Administrative Rules, civil rights, laws, etc.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in counseling, education, psychology, human services, social work, or a related field. Each additional year of approved formal education may be substituted for one year of required work experience.

