

# Vacancy Announcement System (VAS)

## Position Vacancy Announcement Request

Date: October 23, 2009 Department: Center for Student Retention and Success  
 SUS  SUBR  SULC  SUAREC  SUNO  SUSLA

Application Deadline: November 23, 2009 Date position to be filled: Open until Filled

Position Title: Retention Counselor

Salary (annual): \_\_\_\_\_ or Salary Range: \$32,000 to \$32,960

Please check all categories that apply to this position:

### Status

- Part-time  
\_\_\_\_\_  
% of time  
 Full-time

### Faculty Position

- Temporary  
 Tenure  
 Tenure Track (Probationary)  
 Grant  
 Contract

### Unclassified Position

- Administrative  
 Temporary  
 Permanent  
 Grant  
 Contract

### Classified Position

- Probationary  
 Job Appointment  
 Provisional Appointment

Contact Person: Leatrice Latimore Telephone No: (504) 286-5314

Contact Email Address: llatimor@suno.edu

Contact e-mail address is for:  Human Resources utilization only  Posting to VAS website

### Brief job description:

Responsibilities include: planning and implementing strategies to retain SUNO; planning and implementing individual student assessments, retention and empowerment workshops/seminars; track and monitor student success; coordinate new student orientation; one-on-one consultations with students. Some field work required i.e. home visits, workshops and community events.

### Minimal qualifications:

Minimum of a Master's degree in an appropriate field; some student retention experience is desirable; ability to adapt to a flexible schedule. Must have a vehicle suitable for local travel and a valid driver's license.

### Remarks:

Send letter of application, resume, official transcript(s) and three letters of professional references.

Apply To: Leatrice Latimore, Interim Director  
Recruitment, Admissions and Retention  
Southern University at New Orleans  
6400 Press Drive  
New Orleans, LA 70126

**AN EQUAL OPPORTUNITY EMPLOYER**