

Vacancy Announcement System (VAS)

Date: October 29, 2019 Department: Ctr. for Academic Retention and Educational Success

SUS SUBR SULC SUAREC SUNO SUSLA

Application Deadline: Open Until Filled Date position to be filled: Open Until Filled

Position Title: Retention Counselor II

Salary (annual): _____ or Salary Range: \$33,000 to \$35,000

Please check all categories that apply to this position:

Status	Faculty Position	Unclassified Position	Classified Position
<input type="radio"/> Part-time <u>100</u> % of time	<input type="radio"/> Temporary	<input type="radio"/> Administrative	<input type="radio"/> Probationary
<input checked="" type="radio"/> Full-time	<input type="radio"/> Tenure	<input type="radio"/> Temporary	<input type="radio"/> Job Appointment
	<input type="radio"/> Tenure Track (Probationary)	<input type="radio"/> Permanent	<input type="radio"/> Provisional Appointment
	<input type="radio"/> Grant	<input checked="" type="radio"/> Grant	
	<input type="radio"/> Contract	<input type="radio"/> Contract	

Contact Person: Anthony Ray Telephone No: _____

Contact Email Address: aray@suno.edu

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

Brief job description [Maximum 5 lines @ 500 characters (including spaces) per line]:

The Retention Counselor will provide academic advisement and counsel students on SUNO's policies, procedures, and academic requirements; responsible for retaining and tracking student cohort data and reporting on academic progress of each assigned student advisee. The Counselor will also conduct probation & suspension workshops for at-risk students; will be responsible for contacting, advising & tracking students term by term academic performance. Must teach freshmen seminar courses.

Minimal qualifications [Maximum 4 lines @ 450 characters (including spaces) per line]:

Master's degree in Counseling or Master's (M.A./M.S.) in Higher Education or related field preferred. Strong communication, presentation, data collection skills, organizational skills and team-building skills preferred. Knowledge of educational theory and/or students services experience preferred. Must have a caring & cultivating professional disposition. Possess the ability to work well with staff & faculty members within academic colleges.

Remarks [Maximum 3 lines @ 300 characters (including spaces) per line]:

All qualified applicants must submit a resume, three (3) letters of recommendations, a letter of interest, and a copy of your college transcripts to the Executive Director listed below - NO PHONE CALLS:

Apply To:

Mr. Anthony S. Ray Jr.
Executive Director, (CARES)
Southern University at New Orleans
6400 Press Drive
New Orleans, LA 70126

AN EQUAL OPPORTUNITY EMPLOYER