

PLEASE POST

**REVISED
POSITION OPENING**

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Pennsylvania College of Technology
One College Avenue
Williamsport, PA 17701

**Full-time Coordinator of Matriculation and Retention
Business and Computer Technologies**

Reports to:

Dean of Business and Computer Technologies

Duties and Responsibilities:

The Coordinator of Matriculation and Retention will work directly with the Dean with a special emphasis on student matriculation and retention. Specifically, this person will:

- Assist with academic area tours, student orientation, and scheduling of new students. (Essential)
- Identify and work to resolve student issues/problems that impact student retention. (Essential)
- Demonstrate knowledge of the College's facilities and services as they relate to students. (Essential)
- Interact with School and high school personnel on academic, retention, and matriculation/enrollment issues on a regular basis in cooperation with Admissions. (Essential)
- Coordinate School activities for Educator's Tour Day, Career Day, and other K-12 events. (Essential)
- Monitor the School's probationary student's prescription and their progress in meeting its requirements. (Essential)
- Assist the Dean in developing programs and strategies for long-term solutions that will assist and benefit new student recruitment and retention. (Essential)
- Assist the Dean and Assistant Dean with transfer course evaluations and articulation agreements. (Essential)
- Assist in general research projects, e.g. contact sources of data and compile information (Essential)
- Coordinate School activities for Fall and Spring Open Houses, Farm Show, FBLA regional conferences, BLaST computer fairs, PFEW week, and other similar events. (Essential)
- Work with the Advisement Center on Pre-Enrollment sessions and participate in same. (Essential)
- Provide the Dean and Assistant Dean with support, e.g. special reports and projects, as requested. (Marginal)
- Coordinate alternate credit requests. (Marginal)
- In coordination with College Information and Community Relations, develop, coordinate, and implement School marketing and student retention efforts. (Essential)
- Monitor the accuracy of the School and department web sites on a monthly basis and notify ITS of updates. (Marginal)
- Coordinate special recruitment projects such as career fairs, summer camps, high school visitations, and marketing activities at professional meetings. (Essential)
- Provide direction to the School's work study students. (Marginal)
- Maintain a high degree of confidentiality with regard to any and all information as direct or indirect result of job responsibilities/job functions. (Essential)
- Perform other appropriate job-related duties as assigned by the Dean of the School. (Marginal)

Qualifications:

Minimum

- *Bachelors degree or equivalent combination of education and experience in a discipline appropriate to the School's curriculum areas.
- *Two (2) years of experience in higher education or similar educational environment.
- *Demonstrated competence in oral and written communication skills.
- *Demonstrated capacity for effective management and leadership
- *Demonstrated sensitivity to expectations of students, faculty, and staff.

Minimum (Continued)

- *Interpersonal skills necessary to deal effectively and courteously with students, faculty, staff, and the public.
- *Demonstrated sensitivity to diversity and multicultural issues.
- *Ability to produce targeted outcomes while involving and supporting faculty and staff.
- *Possession of a valid driver's license.
- *Incumbent must present a professional image through appropriate dress and neat and clean grooming habits.
- *Background check will be required on selected candidate.

Desired

- *Master's degree in a discipline appropriate to the School's curriculum areas.
- *Demonstrated success in student recruitment and retention.

Machines, Tools, Equipment:

- *Microcomputer

Special Job Features:

- *Some lifting not to exceed 40 pounds.
- *Some weekend and/or evening hours may be necessary.
- *Overnight travel may be necessary.

Conditions of Employment:

Federal law requires all employers to verify the identity and employment authorization of all new hires and the completion of an Employment Eligibility Verification (Form I-9) by the candidate and the employer. Any offer of employment shall be contingent on the applicant's timely production of required documentation to verify identity and employment authorization. If you cannot or will not be able to produce the required documentation, we cannot consider your application.

If you are currently receiving an annuity from the State or Public School Employees' Retirement System, employment at Pennsylvania College of Technology may affect your annuity status. If you are currently a member of either the State or Public School Employees' Retirement System you may be required to contribute into the System.

Classification:

APT/Level 4/Exempt

Salary:

Commensurate with credentials submitted as applied to the College's Administrative, Professional, and Technical Staff Salary System.

Starting Date:

As soon as feasible

Deadline for Application:

Applicants must submit a completed College Application for Employment AND a letter of interest and resume to: Human Resources, Pennsylvania College of Technology, One College Avenue, Williamsport, PA 17701. Position will remain open until a suitable candidate is identified. Please include title of position on your application form and in your letter of interest. Penn College is committed to affirmative action, equal opportunity, and the diversity of its workforce. For further information on this position call (570) 327-4770. Information on additional Penn College employment opportunities can be obtained by calling the Position Openings Hotline at (570) 327-4535 or extension 4535.

*Look for more information about Penn College
on the Internet at www.pct.edu.*