

To enrich education through diversity, The College of New Jersey is an Equal Opportunity Employer and is dedicated to the goal of building a culturally diverse staff committed to teaching and working in a diverse environment, and strongly encourages applications from women, minorities, individuals with disabilities and veterans.

Job Title: Retention Assistant-Center for Student Success

Job Category: AFT, Range 18

Post Date: March 22, 2023

Close Date: April 20, 2023

Salary: \$49,735.09-\$57,192.50

Salary commensurate with experience and is accompanied by an extremely competitive benefits package.

Position Summary:

This position will be housed in the Office of Mentoring, Retention and Success Programs and will report to the Associate Director. The Office of Mentoring, Retention, & Success Programs affirms that our students will thrive at The College of New Jersey. We are committed to empowering students by fostering opportunities for academic excellence, student engagement, and holistic development. MRSP will be known for its nurturing environment and involvement of every student in meaningful learning experiences, resulting in student success and self-actualization.

MRSP services include individual and group student appointments for academic coaching and/or academic advising, time management, goal setting, and student development sessions.

This position will assist in the coordination of the targeted mentoring and retention efforts of the Office of Mentoring, Retention and Success Programs. A primary focus will be supporting students who receive the Commitment Scholars Grant. They will also support the coordination of the PRIDE Mentoring Program and other retention initiatives.

Main Responsibilities:

- Assists in the preparation of reports, proposals and learning outcomes for MRSP.
- Supports the department's communications and cooperative working relationships with the College's administration, academic departments, faculty/staff, to accomplish the goals and objectives of the Commitment Scholars Grant Program.
- Assist in the mentoring and academic coaching of students in retention programs housed in MRSP.
- Utilizes the reporting and communication systems for retention programs.
- Assists in outsourcing students to appropriate departments and programs in alignment with college policies and procedures.

Required Qualifications:

- Graduation with a Bachelor's Degree.
- Minimum of one year of experience.
- Ability to use technology to streamline services and offer efficient and effective communication to students.
- Demonstrated ability to communicate with diverse populations of students, as well as collaborate with students, faculty and staff.
- Experience working with underrepresented and first-generation college students.

Persons with disabilities may request reasonable accommodations in order to perform the essential functions of the position. If the requested accommodation(s) cannot be made because it would cause the employer undue hardship, the applicant may not be eligible for the position.

Preferred Qualifications:

- One to three years working in higher education as a student intern and/or professional.
- A minimum of 1-2 years of direct programming with students in transition from high school into higher education.
- Experience with creating and facilitating workshops focused on student success as well as a strong background in providing equitable and differentiated learning experiences.
- Experience with Learning Management Systems (such as Canvas, Blackboard).
- Bilingual.

Employer Qualifications:

- Final offer of employment is contingent upon the successful completion of a background check and reference check.

About TCNJ

TCNJ is a highly selective institution that has earned national recognition for its commitment to excellence. Founded in 1855, TCNJ has become an exemplar of the best in public higher education and is consistently acknowledged as one of the top comprehensive colleges in the nation. TCNJ currently is ranked as one of the 75 "Most Competitive" schools in the nation by Barron's Profiles of American Colleges and is rated the No. 1 public institution in the northern region of the country by U.S. News & World Report. TCNJ was named the #10 value in public higher education by the Princeton review in 2009 and, in 2006, was awarded a Phi Beta Kappa chapter - an honor shared by less than 10 percent of colleges and universities nationally. A strong liberal arts core forms the foundation for programs offered through TCNJ's seven schools - Arts & Communication; Business; Education; Humanities and Social Sciences; Science; Nursing, Health, and Exercise Science; and Engineering. TCNJ faculty members are teacher-scholars who share a commitment to liberal learning. TCNJ is located within an hour, by train, of New York City and Philadelphia. The College's campus is set on 289 tree-lined acres in suburban Ewing Township and is known for its natural beauty and has 39 major buildings.

Application Instructions

Qualified candidates should apply online at: careers@tcnj.edu and submit a letter of interest, resume (CV), as well as the names and contact information for three professional references. Applications will be considered until a viable candidate is selected.

SAME Applicants

If you are applying under the New Jersey "SAME" program, your supporting documents (Schedule A or B letter), resume (CV), as well as the names and contact information for three professional references by the closing date listed above to: same@tcnj.edu. For more information on the SAME program visit their website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at: 833-691-0404.

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees in certain positions (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.