

January 8, 2010



# ENTERPRISE STATE COMMUNITY COLLEGE

*Your Investment in Excellence*

## INTENT TO EMPLOY

**POSITION:** **Title III Retention Specialist, Enterprise Campus**  
This is a grant-funded position. Continued employment will be dependent on continuation of funding.

**QUALIFICATIONS:** **Required:** Masters Degree in education, counseling, or related field; two years' experience working in student affairs or in a higher education position; experience designing and implementing multifaceted projects; experience in web application software; ability to communicate effectively, using oral, written, and electronic media; ability to use standard productivity software suites.

**POSITION SUMMARY:** As delegated by the Project Coordinator/Activity Director, the Title III Retention Specialist is responsible for implementing retention improvement strategies identified in the Project Application (The project application is available at [www.escc.edu](http://www.escc.edu) → Special Programs → Title III.)

**DUTIES AND RESPONSIBILITIES:** See attached Job Description

**SALARY:** Negotiated with the President and based on Alabama State Board of Education Salary Schedule C3 and experience. **Maximum salary \$55,078**

**POSITION AVAILABLE:** February 2010

**POSITION DEADLINE:** Applications must be received by **3:00 p.m., Monday, February 1, 2010**

**APPLICATION PROCEDURE:** All applicants must submit a complete application packet which consists of the following:

- A completed Enterprise State Community College application for employment
- A cover letter describing specifically how the applicant's experience and qualifications meet the requirements as outlined above
- Current resume
- Official or unofficial copies of **college transcripts verifying required degree**
- Verification of at least two (2) years of full-time experience as described above. The letter(s) must include **employment dates and job titles and be on official letterhead with an authorized personnel signature.**

**Only complete application packets received by the deadline will be considered.** From all the applications received, a search committee will review applications, interview eligible applicants, and select candidates for further consideration by the President. Interviews will be by appointment only. Applicants must travel at their own expense. *Applicants selected for an interview must demonstrate proficiency in written English as part of the on-campus interview process.* **Candidate selected for hire must submit to a criminal background check at the non-refundable cost of \$45.00.**

Enterprise State Community College application for employment form is available at [www.escc.edu](http://www.escc.edu) and applications should be sent to:

ATTN: 2009-10:08  
Enterprise State Community College 334-347-2623 ext. 2222  
P O Box 1300  
Enterprise, AL 36331

Enterprise State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Enterprise State Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this intent to employ at any time prior to the awarding.

Enterprise Campus  
600 Plaza Drive/P.O. Box 1300  
Enterprise, AL 36331  
(334) 347-2623

Aviation Campus at Ozark  
3405 Highway 231 South  
Ozark, AL 36360  
(334) 774-5113

Fort Rucker Site  
Building 4502, Kingsman Street  
Fort Rucker, AL 36362  
(334) 598-3438

Aviation Center at Mobile  
1975 Avenue C  
Mobile, AL 36615-1403  
(251) 438-2816

Aviation Training Facility at Andalusia  
21760 Bill Benton Lane  
Andalusia, AL 36421  
(334) 222-0133

[www.escc.edu](http://www.escc.edu)

Aviation Training Facility at Albertville  
24 Aviation Way  
Albertville, AL 36950  
(256) 279-0940

Enterprise-Ozark Community College  
**Job Description**

**Job Title:** Title III Retention Specialist, Enterprise Campus

**Department:** Title III

**Reports to:** Title III Project Coordinator/Activity Director

**FLSA Status:** Exempt

**Job Summary:** As delegated by the Project Coordinator/Activity Director, the Title III Retention Specialist is responsible for implementing retention improvement strategies identified in the Project Application

**Specific Duties and Responsibilities:**

1. Develops, implements, and monitors a student mentoring program, including recruitment and training of Mentors
2. Assists in the evaluation and modification of the College's advising and orientation programs, including the development of online, interactive resources
3. Assists in the training of advisors
4. Facilitates the presentation and institutionalization of a customer service program for all faculty, staff, and administration
5. Coordinates the distribution of professional development grants related to project objectives
6. Assists professional development grantees in presenting information to other faculty and staff via traditional in-service activities and interactive web/podcasts
7. Assist in the creation of other interactive web/podcasts related to project activities
8. Assists individual students in overcoming barriers to retention
9. Serves as a member of the Title III Task Force

**Required Education/Work Experience:**

1. Masters Degree in education, counseling, or related field
2. At least two years of experience working in student affairs or in a higher education position
3. Experience designing and implementing multifaceted projects
4. Ability to communicate effectively, using oral, written, and electronic media
5. Ability to use standard productivity software suites
6. Experience in web application software

**Required License/Certification:**

None

**Other Special Qualifications/Requirements of the Job:**

None