
POSITION VACANCY ANNOUNCEMENT

Retention and Compliance Specialist

(Grant Funded Position)

General Description of the Position:

The Retention and Compliance Specialist, under the supervision of the FIPSE Grant Project Director, is responsible for recruiting displaced workers and other unemployed workers, as well as performing administrative duties such as report preparation.

Responsibilities and Duties of the Position:

1. Recruit displaced workers and other unemployed workers into the FIPSE Grant project.
2. Perform administrative duties associated with the FIPSE Grant.
3. Employ known methods for enhancing retention of displaced workers and adult learners by meeting their unique needs.
4. Employ known methods for enhancing retention to translate increased retention into completion.
5. Schedule students into cohort learning communities based on common needs and characteristics.
6. Carefully monitor students for early indicators of potential attrition followed by early and active intervention.
7. Coordinate role model experiences to improve completion rates.
8. Conduct focus groups and career building seminars to improve completion rates.
9. Recommend integrating occupational skills into academic programs based on students' needs.
10. Collaborate with project partners and establish contact with employers in select job fields.
11. Enhance job placement of completers.
12. Improve the workplace competency of completers.
13. Adapt Work Keys methodologies to produce quantifiable program outcome assessment tools.
14. Perform focused recruitment efforts to include participation in Plant Closing Response Teams.
15. Coordinate efforts with local employment agencies.
16. Other duties as assigned.

Minimum Education and Experience:

Bachelor's degree required. Master's degree preferred. Community College experience advantageous. Computer experience required with a familiarity with MS Office Suite of products. Prior work experience in related field desirable.

Knowledge, Skills, and Abilities:

Must be cognizant of the various educational levels of adult students and be able to serve all equally. Must be able to meet and deal effectively with staff, instructors, and RCC students. Ability to use computer to organize data and develop documents. Strong oral and written communication skills; ability to work independently with minimal supervision.

Position term: March 1, 2010 through September 30, 2011, with possibility of extended funding through 2012.

Application Review begins: February 1, 2010, open until filled. To apply: the RCC Application and copies of college transcripts must be received prior to being reviewed. Incomplete packets will not be considered. Successful applicant must pass a complete background check.

Salary: Grant Funded Position, RCC Salary Schedule, 22 A (\$ 34,934 annually), 80% time, M-Th, 8 a.m. - 5 p.m.

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