

# COLLEGE OF MENOMINEE NATION

**Job Title:** Retention Coordinator (Grant Funded)

**First Posting\***

**Reports to:** Dean of Nursing and Health Careers

**Status:** Full-time

**Location:** College Of Menominee Nation  
Keshena/Oneida Campus

**Closing Date:** 6/30/2009

*\* First postings are 5 days and are reserved for enrolled members of the Menominee Indian Tribe.*

## **Position Summary:**

The purpose of this position is to provide support services to students in the nursing program. The individual will organize mentoring, tutoring, and academic advising services to the students of CMN to assure successful completion of their program. Travel between campuses will be required.

## **Essential Functions:**

- Receive incoming calls through a central phone system.
- Take the lead on all recruitment and retention activities and initiatives both on and off campus, coordinating activities that introduce students K-12 to Nursing and other Health Careers.
- Compile student and potential student data for Admin Assistant to enter into database and DOL records.
- Meet with potential students to determine eligibility, discuss options and arrange academic support or other services to prepare them to enter Nursing, outlining steps to enter chosen NHCD programs at appropriate levels.
- Maintain updated student files and prepare files for committees. Provide all contact data with student, copies of correspondence and relevant notes. Develop a tracking system for all relevant data as it pertains to the NHCD program growth.
- Act as liaison between Student Services and Registrar for student file issues as they pertain to Nursing Department activities.
- Facilitate student progress in selected programs, follow up phone contact, and solve issues that affect school progress through community contacts and resources. Review any remediation plans with student, creating real time plans for success in the Nursing program.
- Facilitate the formation of cohorts, advise students on test taking strategies, study groups and time management issues.
- Provide support for office staff in all phases of office operations at both Keshena and Green Bay campuses.

## **Qualifications:**

This individual will:

- Possess a bachelor's degree, master's preferred;
- Be highly organized with sound administrative skills and the ability to multi-task;
- Demonstrate exemplary counseling and communication skills;
- Have the ability to understand and promote student development and achievement;
- Have the ability to facilitate transitions and counsel students toward the realization of their full educational potential;
- Have the ability to recognize, appreciate, and serve cultural differences and the special need of students and faculty;
- Have the ability to develop, collect, analyze, and interpret data;
- Demonstrate advocacy and leadership in advancing the concerns of students;
- Demonstrate appropriate ethical behavior and professional conduct in the fulfillment of roles and responsibilities;
- Establish as needed service times for tutoring at the Green Bay site;
- Perform other duties as assigned.

## **APPLICATION PROCESS:**

A complete application includes: Letter of interest; Current resume; Completed CMN application form (available under job opportunities at [www.menominee.edu](http://www.menominee.edu)); Copy of all college level transcripts (official transcripts required if hired); Three professional letters of references (no character references); If applicable, provide proof of Tribal enrollment status, honorable or general military discharge paperwork, and proof of any certificates or training.

Posting closes at 4 p.m. on Tuesday, June 30, 2009. Send all application materials to College Of Menominee Nation Human Resources, P.O. Box 1179, Keshena, WI 54135.

**NOTE: pre-employment drug testing is part of the hiring process.  
EOE/MITW 82-10**