

Job Title: Recruitment and Retention Coordinator (Student Support Professional II)

Job Summary:

The Recruitment and Retention Coordinator:

- Coordinates the Men of Color in Education (MCE) program, with the goal of increasing recruitment and retention of African-American and Hispanic men into careers in teaching;
- Coordinates recruitment and retention initiatives for students interested in becoming a teacher in California;
- Supports the development and execution of strategic recruitment and retention goals in support of the overall College of Education enrollment plan and the Graduation Initiative 2025;
- Establishes and maintains regular contact and collaborative relationships with counselors, advisors, and faculty on campus and potential off campus partners;
- Represents the CCT at recruitment, yield, and retention activities – both off-site and on campus,
- Provides general triage, individual, and group advising;
- Utilizes university and department policies and procedures to assist students with the selection of classes, progress toward degree and preparation for a teacher preparation program;
- Participates in applicable meetings, committees, and training;
- Provides support for programs sponsored by the CCT and the College of Education.

Essential Qualifications:

- Bachelor's degree or equivalent from an accredited four-year college or university in one of the behavioral sciences, public administration, business administration or job-related field.
- Two years of professional experience in one of the student services program areas or a related field (Master's degree in a job-related field may be substituted for one year of professional experience).
- Demonstrated successful experience developing programming for the recruitment and retention of African-American and/or Latinx students.
- Demonstrated experience in working with students and staff from diverse backgrounds; ability to establish and maintain cooperative working relationships with campus partners, students, colleagues, and others associated with this position.

Preferred Qualifications:

- Knowledge of CSU general education requirements, rules, and policies.
- Knowledge of and familiarity with preparation for and admission to the teacher credential programs including integrated programs and traditional pathways.
- Previous experience promoting and/or advising for teacher preparation programs.

How To Apply: Application deadline is June 2, 2022. For the full position description and information regarding how to apply, click on the [staff and management](#) recruitment information on the Human Resources, Diversity and Inclusion webpage.