



Job Title	EAB Navigate Analytics and Retention Coordinator
PVN ID	ME-2409-006478
Category	Administrative Services
Location	MEDGAR EVERS COLLEGE
Department	Academic Center for Excellence in Studen
Status	Full Time
Annual Salary	\$65,000.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Nov 21, 2024 (Or Until Filled)

General Description

The EAB Navigate Analytics and Retention Coordinator position will be part of the Academic Center for Excellence in Student Support (ACCESS) team. The Center is designed to support student success by offering academic support to students who are experiencing academic difficulties and to students who are succeeding. The goal is to enrich and improve student performance, persistence and retention. The EAB Navigate Analytics and Retention Coordinator will support the Director of ACCESS and work with director to create a supportive learning environment that will promote improved performance, persistence and retention. In this role, the EAB Navigate Analytics and Retention Coordinator will monitor and coordinate the College's Early Alert program and directly oversee at-risk students and students with academic warnings using the EAB Navigate system.

The EAB Navigate Analytics and Retention Coordinator will create all the scheduling timeslots on the EAB Navigate system from a mass list provided by the Tutoring and Administrative Coordinator and create recruitment campaigns for hiring peer tutors (undergraduates) and master tutors. The Coordinator will contact departmental program Chairs regarding their departmental tutors and create invitational recruitment campaigns to inform students of all tutoring sessions that are available in all disciplines as well as multiple repeater workshops. The Coordinator for this position will also set up each tutor's schedule using "Tutor Manager" in EAB Navigate to provide students with the ability to go into EAB Navigate and book a tutoring session and different recruitment campaigns as needed by ACCESS at the request of the ACCESS Director or the Office of Academic Affairs (OAA).

The Coordinator will also create analytical reports that monitor the number of tutoring sessions each semester, attendance of students participating in tutoring sessions, departmental reports as well as report numbers of persistence and retention data. In this position the EAB Navigate Analytics and Retention Coordinator will work with the Predominantly Black Institutions (PBI) Director and the external evaluator team in alignment of performance measures. The Coordinator will create reports and help the ACCESS Director with maximizing the capacity of the tutoring center.

Other Duties

- Other duties as assigned

Qualifications

- Bachelor's degree required or Graduate student in the social science field or a candidate with a MA in Education, Counseling or disciplines offered by the college.
- Three years experience in a student services capacity such as but not limited to, student program development, implementation, and evaluation, particularly prevention and intervention work with at risk and first -generation college students.
- 3-5 years of professional experience working in higher education or related settings.
- Experience with metrics and data analysis and creating reports as requested.
- Experience working the with EAB Navigate system.
- Proven skills working with an electronic student support record-keeping database (i.e. People Soft of Navigate) and Microsoft Office Suite computer applications; ability to use electronic media and website resources to assist participants.
- Experience using Blackboard/Brightspace.
- Excellent written and oral communication skills; demonstrate ability to successfully work with target populations.
- Strong skills in data analysis and creating reports and assessment tools.
- Ability to work with Medgar Evers College (MEC) leadership staff, faculty, staff and students in a professional manner.
- Position requires a candidate to have strong organizational skills and ability to work individually or in a group format.
- Experience tutoring and/or working with at-risk college students and providing access to opportunities and resources for MEC students using the EAB Navigate system.