



VERMONT STATE COLLEGES

Job Classification Description

DIRECTOR OF FIRST-YEAR EXPERIENCE & RETENTION/LSC VSC-UP PAT UNIT

**Grade 12
Exempt**

BASIC FUNCTION

To work with Admissions, Academic Affairs, and Student Affairs to provide a smooth transition from deposit to enrollment. To design and implement activities and programs designed to promote the academic success and retention of first-year students and to support activities and programs designed to improve student persistence.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Coordinate communication and outreach to incoming students and their families.
- Design, organize, and implement an orientation that begins to connect first-year students to each other and to the College.
- Work with Admissions & Student Life to connect every first-year student with one activity by orientation.
- Advise on and integrate retention best practices into opening orientation
- Develop and implement programs to facilitate student understanding of the integrated student-learning outcomes.
- In cooperation with the director of career services, plan and implement career explorations in the first year.
- Work with service offices to identify obstacles to successful transition to the college and develop process solutions.
- Assist with and support convocation.
- Working closely with the Dean of Academic & Student Affairs:
 - Direct and administer all phases of the peer-mentoring program. Implement department-based peer-mentoring program throughout the college.
 - Work with departments to develop departmental plan to increase first to second year retention.
 - Develop and implement programs to educate faculty and staff to support integrated student-learning outcomes.
 - In cooperation with the director of residential life, develop and implement residence-hall-based programs designed to increase personal,

social, and academic connections among resident first- and second-year students.

- In cooperation with the director of career services, develop and implement programs designed to increase personal, social, and academic connections among commuter and nontraditional first- and second-year students.
- In cooperation with the Office of Student Life, develop student-life programming with special appeal to first-year students.
- Serve as a direct counselor through the Advising Resource Center to first-year students.
- Work with faculty to improve the utility of INT-1020 as a retention tool.
- Perform other duties as assigned.

SUPERVISION RECEIVED

General supervision is received from the Dean of Admissions.

SUPERVISION EXERCISED

Functional and administrative supervision of peer mentor and student orientation leaders.

MINIMUM QUALIFICATIONS

Master's degree in appropriate field, plus two to three years of experience working one-on-one with students and administering programs.

- Knowledge of best practices in retention.
- Experience in small colleges.
- Knowledge of computer-based productivity tools.
- Teaching experience and experience with first-year programs.

This general outline illustrates the type of work which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities, and qualifications of individual positions assigned to the classification.