



New Classified Hiring/Position Justification

Hiring Division/Department: Student Services/Counseling Transfer Center _____ **Position Title:** Retention Specialist _____

Classification

Position type: Permanent X Full Time X # of months 12
 Part Time _____ % of Full Time 100% # of months _____

Position: General Funds X
 Allocation: External Funds* _____ Expiration Date _____

Budget Information

Grade 24 Step 3 Annual Salary 61,872.00

Justification

Please respond to the following questions in electronic format to the appropriate Dean, Manager or Vice President. Additional information may be provided as relevant for position justification.

1. Describe the specific needs for the position requested and the duties of this position in a brief statement.

Our department is requesting a full-time Retention Specialist to enhance the transfer support to diverse students' population with a transfer goal. The Transfer Center is the process of fully implementing a new case management program, Student Transfer Educational Pathway (STEP). This position is to assist us in implementing this program, and expanding transfer services.

It is important to identify transfer students early on and provide them with the transfer information and tools to develop an effective transfer plan that also includes the Student Educational Plan (SEP). This position is essential to achieve our department's goal of preparing students for transfer. This case management program is a tool to guide students strategically. The Retention Specialist will help us to maintain a list of transfer students, follow up with them in every step from their entrance to Cañada College, until they reach their goal. There are currently 3000+ students who have a goal of transferring to a 4 year university with or without receiving an Associate degree from us. Additionally, admission requirements at four-year universities is becoming more and more complex due to impaction and higher standards; especially at CSU and UC campuses. In addition, to the academic preparation, students are facing many challenges such as lack of knowledge about all

transfer options, financial barriers, housing, transportation, etc. This position will assist students to identify resources and connect them to the appropriate departments at our campus and at the universities.

Further, with the Retention Specialist position, we will have a chance to create cohorts among transfer students (such as students with no major) and to narrow down their needs to provide related activities and inform students of the transfer opportunities, follow up with their academic status to ensure students meet with counselors at least twice a semester, and to develop and keep an up to date Student Educational Plan (SEP). This will help students to become aware of the educational options, transfer programs, and the policies and requirements as soon as they become our students. In short, this program is to guide students in making informative transfer decisions, be focused and set on their goals, and reach their goal in a timely manner. Consequently, this increases the retention and transfer rate among our Transfer Students, and allow us to collect more accurate transfer data.

As part of preparing students, through the STEP case management program, we will follow up with students to complete an Associate Degree for Transfer (ADT), and University Transfer Certificate, if applicable, before transferring. This not only makes students more competitive for admission to four year universities, it also increases our graduation rate.

In spring 2017 we reviewed 238 Associate Degree for Transfer, as well as their eligibility for a University Transfer Certificate. However, we were not able to reach out to all students due to lack of staffing. The Students who completed an ADT were only 8 % of the Transfer Students. The Retention specialist will give us a chance to reach out to the other 92% transfer students to ensure all know of their options, and those who are eligible file filed petitions and required documentation on time to be award a degree from our college as well as receiving the priority admissions at four year university.

2. Explain how this position aligns with and supports the mission and strategic goals of the college.

The College Mission Statement states that we provide a Learning-Centered environment for all students with diverse backgrounds to have the opportunity to reach their educational goal. In accordance to the Educational Master Plan (EMP), as mentioned above, the Transfer Center is implementing a new program, Student Transfer Educational Pathways (STEP). This program aligns with College Mission statement as it provides opportunities for students to understand the transfer process and create a transfer path for them reaching their educational goal of transferring.

The STEP program also complies with the following College goals:

- Student Completion/Success
 - Develop the STEP program to track and case manage all students with transfer goal, and consequently increase transfer and retention rate.
 - Breaking down the transfer information as appropriate for students' education level.
 - Encouraging involvement early in the students' academic career
 - Through collaborative activities, group and individual meetings, and presentations, assist students to understand:

- All of the options and opportunities available to them, such as UC TAG and Associate Degree for Transfer, Honors Program, etc.
- How to finance their education
- Community Connections
 - Working with 4 year universities to expand transfer options (like HBCU) agreements.
- Organizational Development
 - overall awareness about the ability to transfer opportunities

3. Explain how adding this position will strengthen the department or division.

This position will strengthen the Transfer Program and Services as it assists in implementing the STEP program, case management and student support pathway to universities. This will allow us to guide and to be more focused on transfer planning that includes academic courses, identifying and securing financial resources, connecting with resources at universities, etc. This support will assist our transfer students to be more focused, receive the support they need, and make informative decisions, which leads to higher retention and consequently higher transfer completion rate.

This will provides flexibility in following up with students' transfer status to identify the barriers preventing students from transferring, and to create and/or advocate for students reaching their goals.

Additional benefits are to become more visible to campus community through classroom presentations, and to create flexibility for the Transfer Center participating in the Instructional Division meeting to increase the awareness on the transfer policies and requirements, establishing and/or strengthen relationships with universities, creating pathways, collaborating with other departments in Student Services and instructional divisions, and to develop programs enhancing the transfer opportunities for diverse students.

Furthermore, compiling data and maintaining a list of transfer students will make a great impact on program development and addressing the students' needs, and will help us with recruiting new students, in transferring to a four-year institution.

4. Explain how this work will be accomplished if the position is not filled.

To implement the STEP program, we need additional staffing. Currently, we are following up with the students who self-reported as ADT recipients and students who filed for UC TAG. However, this is hardly sustainable as the transfer center lost the AOII position a year ago. The Staff at the Welcome Center are occasionally available to make phone calls for the Transfer Center and assist in small projects. However, their main duties are at the Welcome Center and their duties are restricted to certain levels of responsibilities.

In addition, the Center will continue requesting Federal Work Study Student Assistants to fulfill some of the duties as appropriate. However, this option does not offer a wide range of support due to confidentiality of the students' records and limited range of responsibilities.

Please submit completed Classified Position Hiring/ Position Justification electronically to the responsible administrator in your division or department.

This position has been reviewed by the department or division and is recommended for hiring.

Dean / Director / Hiring Supervisor

Date