**Skilled Trades Retention Specialist**

Helena College University of Montana a comprehensive two-year college, provides access to and support of high quality lifelong educational opportunities for our diverse community. Helena College is seeking qualified applicants who wish to become part of a dynamic and creative team for a full-time position as a Skilled Trades Retention Specialist.

The Retention Specialist is under the supervision of the Executive Director of Enrollment and is responsible for the advising of Helena College students, with the goal of improving retention and degree completion rates for the college. This individual conducts intake interviews to assess students’ career goals and academic needs for services, monitors students’ progress, and helps students design plans to achieve their goals. They must be able to provide comprehensive academic and financial advising to students regarding class choices, curriculum options, degree and certificate options, career guidance, and college policies and procedures. The Retention Specialist collaborates with the Executive Director to develop, construct, oversee and maintain all advising services.

There may be additional responsibility serving in the capacity as club advisor, or the equivalent, to further initiatives developed to build community among students. In addition, this individual will collaborate with the Executive Director to create programs, events, and initiatives to increase participants’ engagement with the Helena College community. This position is responsible for advising skilled trades programs, career development programming, assisting with transfer and CTE advising as caseloads require, and helping with recruitment activities.

**Duties and Responsibilities**

Duties include, but are not limited to:

Provides academic advising and support to students, with a focus on career planning, leading to successful completion of degree programs.

- Maintains an in-depth knowledge of degree programs and career advising
- Keeps detailed records on student progression/goals and provide students with up-to-date information on their degree progress.
- Teach advisees skills for career planning such as interview skills, resume building, job searching strategies etc.
- Understand campus processes and assist students in navigating those processes
- Participates in professional development for advising and career planning in order to tailor approach to meet specific needs
Use student software systems to understand the student’s account, track meetings and notes, and be knowledgeable of the academic record for a student
Participate in advising team meetings and activities

Provide general student services assistance and/or referral to new and continuing students using a case management model
- Use student software systems and communication with faculty/staff to understand which students may need additional support.
- Provide consistent and meaningful outreach to students before and during a semester to make sure they are able to navigate the college requirements
- Refer students to the correct supports on campus or outside resources if needed.
- Follow up with on-campus services to ensure students makes appropriate connections

Career Planning and Exploration
- Develop career exploration services in a variety of settings including individual meetings, in classes, and workshops
- Maintain and promote career resources, such as Handshake, on campus to encourage participation.
- Create a variety of career planning and exploration resources that can be used by students, advisors, and faculty
- Attend professional development on career planning for college students
- Lead a working group focused on identifying career exploration needs and develop strategies to address them

As part of the Enrollment Services Team provide assistance and coverage for enrollment services.
- Assist with recruitment tours and events for prospective students
- Participate in enrollment services events such as orientation, graduation, and other student activities
- Help compile and prepare reports on student enrollment and career progress
- Provide coverage as needed for enrollment service areas

Minimum Qualifications
- Associate’s Degree with relevant experience or a Bachelor's Degree in a related area
- Strong interpersonal skills and communication techniques
- Ability to interact with individuals of varying backgrounds and perspectives and provide appropriate support
- Ability to work collaboratively
- Ability to work efficiently and with careful attention to detail
- Skills using a variety of computer software, including but not limited to word processing, spreadsheets, databases, email, and web browsers
- Skill to develop, organize, and maintain complex record-keeping systems
- Analytical and problem-solving skills to identify and determine appropriate level of advising or referral services for individual students.
Preferred:
- Master's Degree in a related field
- Experience working with college students
- Experience with student information systems and/or CRMs
- Experience with advising, career, and retention practices
- Experience working with a career and technical education fields

<table>
<thead>
<tr>
<th>Benefit and Salary Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>$14.25 - $18.49 hourly.</td>
</tr>
</tbody>
</table>

Benefits include a comprehensive and competitive group **benefits package**, including Insurance package, mandatory retirement plan, partial tuition waiver, professional development, and wellness program.

<table>
<thead>
<tr>
<th>How to Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority Application Date: Sunday, June 26, 2022</td>
</tr>
</tbody>
</table>

Review of applications will begin after date above and continue until the position is filled.

Submit the following materials:
- **Letter of Interest** – addressing the stated required skills for the position
- **Detailed Resume** listing education and describing work experience
- **Transcripts**
- Names and contact information of three professional (3) references.
- **Supplemental Question** – Please share your philosophy of and strategy for academic advising of two-year College students. Please share strategies you would implement for developing career advising and programming.

**Apply Here**

Incomplete applications may not be considered.

<table>
<thead>
<tr>
<th>Union Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFPE CBA</td>
</tr>
</tbody>
</table>

Helena College University of Montana is committed to building a culturally diverse educational environment. The campus is especially interested in candidates who can contribute to the diversity and excellence of the academic community through their teaching and/or service. Women, minorities, individuals with disabilities and veterans are encouraged to apply.

**Criminal Background Investigation is required prior to Offer of Employment**

In accordance with University policy, finalists for this position will be subject to criminal background investigations.

**ADA/EOE/AA/Veteran's Preference**
Reasonable accommodations are provided in the hiring process for persons with disabilities. For example, this material is available in alternative format upon request. As an Equal Opportunity/Affirmative Action employer, we encourage applications from minorities, veterans, and women. Qualified candidates may request veterans’ or disabilities preference in accordance with state law.

Applicants requesting veterans’ or disability hiring preference must provide appropriate documentation to verify eligibility. Appropriate documentation includes the following:

- DD-214 showing the character of discharge or a document issued by the Office of the Adjutant General of the Montana National Guard certifying service (a veteran or eligible relative)
- Service-connected disability letter issued by the U.S. Department of Veterans Affairs (a disabled veteran or eligible relative)
- Montana DPHHS Disability Certification through the Vocational Rehabilitation Programs (a person with a disability or spouse of a person with a 100% disability)

Other suitable documentation, if deemed sufficient by the hiring agency, may be accepted. Eligible relatives may also need to provide additional documentation in order to demonstrate that all eligibility criteria and requirements are met.

Testing

Individual hiring departments at Helena College may elect to administer pre-employment tests, which are relevant to essential job functions.

*References not listed on the application materials may be contacted; notice may be provided to the applicant.
*All New Employees must be eligible and show employment eligibility verification by the first date of employment at Helena College University of Montana, as legally required (e.g., Form I-9).
Title VII of the U.S. Civil Rights Act requires Helena College to “make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed.” This is also a requirement of the Montana Human Rights Act and state and federal laws providing employment opportunities for veterans and persons with disabilities. The following survey helps to fulfill these requirements.

Helena College’s commitment to equal opportunity, nondiscrimination, and affirmative action in employment is realized through its Affirmative Action Plan. This plan and legal responsibilities to ensure equal employment opportunity require reports of job applicants by race/ethnic categories, gender and veteran status. Analysis of the information provided will be used to monitor recruitment and selection practices in at Helena College.

This information is voluntary and is gathered for statistical purposes only. It is kept confidential, separate from application materials, and will NOT be used in any way to evaluate your qualifications for employment.

**Position Applied for:**

Last Name: ____________________________ First Name: ____________________________ Middle Initial: ____________________________

**Gender:**

☐ Male  ☐ Female

**Race/National Origin:**

☐ White (not of Hispanic origin): all persons having origins in any of the original people of Europe, North Africa, or the Middle East.

☐ Black (not of Hispanic origin): all persons having origins in any of the black racial groups.

☐ Hispanic: all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

☐ Asian or Pacific Islanders: All persons having origins in any of the original peoples of the Far East, Southeast, the Pacific Islands, or the Indian Subcontinent.

☐ American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

**Veteran Status:**

☐ No Military Service

☐ Disabled Veteran: (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veteran's Affairs or (ii) a person who was discharged or released from active duty because of a service-connected disability.

☐ Other Protected Veteran: a veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.
Armed Forces Service Medal Veteran: a veteran who, while serving on active duty in the U.S. military, ground naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Recently Separated Veteran: a veteran of the U.S. military, ground, naval or air service during the three-year period beginning on the date of such veteran's discharge or release from active duty.

Where did you learn about this vacancy?

- Newspaper
- Job Service
- Referral
- Posting
- Web
- Career Fair
- Other: