

# Advertisement: Retention Specialist

University of Oregon's [Center for Multicultural Academic Excellence \(CMAE\)](#) is hiring two professional academic advising positions:

- [Multicultural Academic Counselor & Black/African American Retention Specialist](#)
- [Multicultural Academic Counselor & Asian, Desi and Pacific Islander Retention Specialist](#)

## Details of the positions:

FTE: Full-time, 12-month

Hiring range: \$50,000 - \$52,500

Location: Eugene, Oregon

**Application review begins January 17, 2023; position open until filled**

## The work:

As an Academic Counselor and Retention Specialist you will advise and support a diverse student population including Diversity Excellence Scholars, underrepresented students and students seeking support and advisement. You will assist students with academic planning, retention, and post-graduation planning. Academic Counselors and Retention Specialists collaborate with faculty and staff on campus to support historically underrepresented students as well as work with other CMAE counselors and campus academic advisors to promote collaborative educational and professional development opportunities for students.

## How you will spend your time:

Multicultural Academic Counselors and Retention Specialists spend approximately 65% of their time providing academic counseling, student support, and advocacy. In addition, they can expect to devote 20% of their time toward programming and assessment, and 10% of their time conducting outreach and relationship building.

## Qualifications needed to be successful in the position:

This position has a **minimum requirement** of a Bachelor's degree and two years of professional work experience in advising, counseling, mentoring or related work environment that included one-on-one interaction with others for the purpose of accurately and effectively conveying information and/or providing guidance.

**Preferred Qualifications** include a Master's degree in Higher Education Administration, Student Personnel Services, Counseling, Academic Administration, Psychology or another related field. Knowledge of Banner, Navigate, Canvas, Data Warehouse or other comprehensive higher education-related student databases and tracking systems. Experience working on issues of diversity, equity and inclusion to effect meaningful change and promote student success and retention. The full list of preferred qualifications can be found in the job postings.

**Professional Competencies** include a demonstrated understanding of issues facing diverse students (students of color and students from underrepresented and under-served populations, including minoritized, low socioeconomic, first generation, and non-traditional back grounds. Strong organizational and written communication skills. Understanding of FERPA and other policies, procedures or regulations

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that guide interactions with students and colleagues. The full list of professional competencies can be found in the job posting.

## How to apply:

View the full job posting on the University of Oregon's Careers web page (links above) and submit your application using the "Apply now" button.

*All offers of employment are contingent upon successful completion of a background inquiry.*

The University of Oregon is an equal opportunity, affirmative action institution committed to cultural diversity and compliance with the ADA. The University encourages all qualified individuals to apply, and does not discriminate on the basis of any protected status, including veteran and disability status.