

JOB INFORMATION

Effective Date	11/1/2021
Job Code:	3127
Job Title:	Undergraduate Retention Specialist
Salary Grade/Structure:	030 - Admin-Professional
Career Level Name:	P1 - Entry Professional
FLSA Name:	Exempt
EEO Code:	40-Clerical and Secretarial
Job Function:	Academic Affairs
Job Family:	Academic Support
Job Summary	In cooperation with the Grant Principal Investigators, the Project Coordinators, this position will provide undergraduate CSE students with the knowledge and the support they need to complete the process of applying for financial aid, enrolling in classes, and becoming familiar with the university environment. This person will assist the Project Coordinators with daily grant operations. The Undergraduate Retention Specialist participates in the implementation of the College of Science and Engineering marketing plan and recruitment events. Funding for this position comes from a Department of Education grant funded for the 2021-2022 academic year potentially being funded through 2027.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	STEM, education, counseling	Required	
Master's Degree	STEM, education, counseling	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Admissions, academic advising, counseling or similar higher education experience	Required	
Some	Engagement in professional advising organizations. Alumni of PPOHA, TRIO and similar programs.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of Cultural awareness and understanding.	Skilled
• Knowledge of Understanding of scholarships and financial aid.	Basic
• Knowledge of Reading and interpreting reports and data.	Skilled
• Skills in Word, Excel, PowerPoint.	Proficient
• Skills in PeopleSoft; EAB/Navigate.	Basic
• Skills in Use of social media.	Basic
• Ability to Organize & prioritize work, collaborate with others, teamwork.	Proficient
• Ability to Oral/written communication, attention to details.	Proficient
• Ability to Critical thinking, problem solving, listening skills, flexible.	Proficient

JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

Essential Functions

Essential Function	% TIME
• Working directly with grant and CSE faculty and staff to coordinate, plan & oversee recruitment & outreach events for CSE undergraduate students.	30%
• Coordinate recruitment efforts with Office of Admissions & CSE staff to ensure a smooth admission process. Follow through until enrolled.	30%
• One-on-one meetings with HSI STEM grant students each semester to proactively monitor degree progress and refer for academic support, if needed.	10%
• Serve as a point of contact in CSE for HSI STEM grant students.	10%
• Assist with HSI STEM grant activities.	10%
• Work with HSI STEM grant project directors to ensure student retention and graduation.	5%
• Additional duties/responsibilities as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Labor

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting		X				
Lifting					X	
Carrying					X	
Pushing					X	
Pulling					X	
Climbing					X	
Balancing					X	
Stooping					X	
Kneeling					X	
Crouching					X	
Crawling					X	
Reaching					X	
Handling					X	
Grasping					X	
Feeling					X	
Talking					X	
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet			X		
Noise					X
Hazards					X
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Travel Requirements

Estimated Amount	Brief Description
5%	