

Director of Student Retention Services

Missouri Valley College a private, co educational, career-oriented, liberal arts college with growing national and international outreach, is a destination for students from all fifty states and forty foreign countries. Known for its dynamic, richly diverse, and friendly educational environment, the College prepares students to succeed in a knowledge-based global society. With a student body of some 1,400, on a beautiful campus in west central Missouri, Missouri Valley College has been continuously accredited by the Higher Learning Commission since its inception in 1889.

Position Summary:

The Director of Student Retention Services will be leading the frontline efforts in all areas affecting student retention at Missouri Valley College. This position reports to the Vice President of Student Affairs and works collaboratively with the Vice President of Academic Affairs and Registrar. This individual will provide strategic and innovative leadership and operational management to retain a diverse group of students. The Director of Student Retention Services will formulate, execute, and continuously assess retention efforts and monitor the Missouri Valley College student experience. This position is a full time, twelve month appointment.

Qualifications:

- Bachelor's degree required and master's degree preferred.
- History of success and progressively responsible positions of leadership in higher education.
- Experience in developing, implementing, and assessing student success strategies, goals, and outcomes.
- The ideal candidate will be creative, compassionate, and a proven leader who has solid operational knowledge of and success in leading and managing a program(s) in higher education.
- The ideal candidate will possess knowledge of and dedication towards best practices in retention, as well as demonstrated leadership ability in working with a range of professional staff, faculty, parents and senior administrative colleagues.
- Effective interpersonal skills; ability to interact productively with students, faculty staff, and other constituents.
- Excellent written and oral communication skills.
- Strong organizational skills, the ability to manage multiple tasks, and willingness to work irregular hours.
- Experience working with diverse student populations, including international students.
- Basic computer literacy; basic competency in software and database systems and knowledge of social media.
- The successful candidate for this position must understand the traits of an “academically at-risk student” and be motivated to help that student achieve academic success.

To apply, submit a letter of application (cover letter), detailed resume and contact information for three professional references to: Mr. Heath Morgan, Vice President for Student Affairs, 500 E. College Street, Marshall, MO 65340 or e-mail morganh@moval.edu. This position will remain open until filled.