Western Kentucky University (WKU), Division of Enrollment Management, Academic Affairs is seeking applicants for a Coordinator, Retention Applications. This position works with WKU colleges and departments to coordinate retention efforts using the University’s chosen retention software to facilitate and support academic units in improving retention rates at WKU. This position is a full-time, three-year appointment but may be continued, contingent upon satisfactory performance and funding.

**Primary Duties and Responsibilities:**
The following duties are customary for this position, but are not to be construed as all-inclusive. Duties may be added, deleted and assigned based on management discretion and institutional needs.

- Works to support, market, develop and administer retention applications in support of retention efforts in partnership with WKU colleges and departments
- Responsible for administration of retention applications to include training of new users, monitoring of alerts, creating and maintenance of documentation, user’s guides and standard operating procedures
- Maintains security permissions and access for retention application
- Interpersonal skills necessary for working with a diverse community and for creating influence with individuals at all levels of a complex organization
- Strong facilitation and presentation skills
- A positive disposition and a high level of self-direction
- Ability to analyze complex data and draw appropriate conclusions
- Proficiency with Microsoft Office, Excel, PowerPoint, Internet researching, database applications, and online conferencing and training systems

**Required Qualifications:**
- Bachelor’s Degree
- Minimum of two (2) years’ experience in a fast paced office environment
- Experience in collaborating with academic and support offices on campus to achieve shared objectives
- Proficiency in Microsoft Office Applications, such as Word, PowerPoint, Publisher etc.
- Ability to become proficient in University management software such as BANNER, TOPNET, iCAP, WKU portal, etc.
- Strong planning and organizational skills
- Ability to clearly and effectively communicate both verbally and in written format
- A positive disposition and a high level of self-direction
- Experience and capacity to work as an effective team member
- Ability to plan and present content rich and engaging training for large and small groups and diverse audiences
Salary Grade: 107  

**Expected Salary Range:** $30,000 - $37,000 annually

Applications for employment will be accepted electronically only. Candidates should apply thorough submission of a current resume and names, addresses, and daytime phone numbers of three professional references using the online application process. Please refer to the following website to apply:  
http://asaweb.uky.edu/wkujobs Please reference requisition number S3231. For further assistance please call (270) 745-5934. To ensure full consideration submit application materials by **April 16th, 2012**. Position will remain open until filled.

Western Kentucky University does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, religion, or marital status in admission to career and technical education programs and/or activities, or employment practices in accordance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Revised 1992, and the Americans with Disabilities Act of 1990.

Persons with disabilities, who need reasonable accommodations to participate in the application and/or selection process, should notify The Office of Equal Opportunity/Affirmative Action/University ADA Services at (270) 745- 5121, a minimum of five working days in advance.