



Oulton College, established in 1956, is a leader in post-secondary education in Atlantic Canada, driven by its commitment to student success.

We are seeking dedicated individuals who are eager to make a lasting impact on students' lives while helping them launch successful careers. If you thrive in a collaborative environment and enjoy working alongside like-minded and passionate colleagues, Oulton College is the perfect place for you!

For over six decades, Oulton College has been helping students succeed in achieving their career goals. We offer training in four faculties: Health Science, Business, Human Services, and Information Technology.

If you have a genuine passion for student success and are seeking a fulfilling career in the education sector, we encourage you to explore the possibilities of joining our team at Oulton College.

Position Summary

The Student Retention Coordinator within the Student Services Team is dedicated to supporting students' holistic well-being and academic success at Oulton. You will offer personalized appointments to address student challenges and strategies for overcoming barriers throughout their academic journey. You would manage the Student Association, coordinate campus events, design the campus newsletter, and maintain campus message boards, participate in college committees, ensuring proactive involvement in Document Control, Student Retention, and Graduation Committees to enhance student outcomes and success.

Qualifications

The ideal candidate must

- Possess a Bachelor's degree or college diploma in a directly related field (Education, Early Childhood, Intervention, Youth Care, Human Services)
- Have minimum of 2-3 years' experience in working in an education or training focused environment
- Be a team player and have strong interpersonal skills.
- Be detailed and possesses exceptional problem-solving skills.
- Be able to advocate for student success.

- Be able to manage conflicting deadlines and multiple projects with highly effective time management skills.

Key Accountabilities

- Support all departments with questions related to student life (prospective and accepted students).
- Collaborate with Retention Committee, tracking and monitoring critical student accounts, identifying trends, and reaching out to students who require intervention.
- Communicate with social development, Work NB, and/or other agencies to schedule presentations and/or build partnerships that could help student success.

Key Success Measures

- Number of “at-risk” students diverted from withdrawal.
- Positive trends in student retention
- Positive Student Satisfaction with Student Services (Surveys)

Benefits

- Annual salary aligned to industry standard
- Employee health benefits (50/50 co-pay with employer)
- Group Retirement Savings Plan with employer contribution matching
- Colleagues who are positive, energetic, growth-minded and supportive.