INSTRUCTIONAL AND STUDENT SUPPORT

Assist with coordination (or Coordinate) student recruitment and retention activities in a highly effective manner that shows an increase in enrollment by _____% by ___date__. 

Plan and conduct at least ___#___ recruiting orientation between ___date__ and ___date__ at high schools (which goals is to support the mission of increasing enrollment) which are evaluated at the satisfactory or better level by the customers/participants. 

Attend at least ___#___ training/professional development sessions and read at least ___#___ research articles in the field of ______________ to remain up-to-date in the field and demonstrate the use of such knowledge by positive and improved work productivity. 

Plan and implement effective ___________ program by ___date__ which addresses the objective of (orienting) students to improve success and retention at UHM. 

Provide timely, clear and creative outreach activities at public/private schools and targeted communities by disseminating information regarding higher education (e.g., prepare for college, financial aid, campus life, housing, etc.) by ___date__. 

In a supportive positive manner, meet with ___#___ students per week and provide information and guidance so that the student can effectively (determine major, obtain financial aid, academic programming, etc.) as reflected by satisfactory or better evaluation. 

Effectively and creatively develop programs and activities that promote ___#___ student-oriented/college events per yr/semester that bring together students, faculty and staff that encourages college/school unity by increasing participation by ___%___ from the prior year. 

Establish and maintain positive and productive collaboration and communicate with parents, students, peers (across UH), faculty, staff, community members, legislators, etc. to enhance student programs and services as reflected by increasing student retention and/or increasing enrollment. 

Establish and maintain positive and collaborative communication within the unit that supports the accomplishments of the mission and goals of the unit and supports teamwork through individual/team feedback. 

Assess training for student and FT staff and develop a comprehensive training package that encompasses at least ___#___ orientation, leadership skills, teamwork, communication and ongoing professional development activities by ___date__ that results in increased productivity and job effectiveness. 

Using expertise in student program area, respond to inquiries from student, faculty, and staff within 48 hours to ensure effective communication as determined through ad hoc inquiries. 

Plan, research and implement <project> by ___date__ which addresses <issue> with involvement of such groups as applicable advisory committees, stake holders, constituent groups, executives, faculty, staff, etc. which addresses project goals.