

## **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 goal 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 on-going 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.**