

**Student Retention and Success Coordinator
Cabrillo College**

Direct Link: <https://www.AcademicKeys.com/r?job=267939>

Downloaded On: Nov. 6, 2025 2:33pm

Posted Nov. 6, 2025, set to expire Nov. 26, 2025

Job Title Student Retention and Success Coordinator
Department Student Affairs
Institution Cabrillo College
Aptos, California

Date Posted Nov. 6, 2025

Application Deadline 11/26/2025
Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Student Services

Apply Online Here <https://apptrkr.com/6697932>

Apply By Email

Job Description

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Student Retention and Success Coordinator

Cabrillo College

Salary: See Position Description

Job Type: Full-time (100%)

Job Number: 2025-02067

Closing: 11/26/2025 11:59 PM Pacific

Location: Aptos/Watsonville, CA

Department:

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Student Affairs

Please apply for this job directly on the Cabrillo College job opportunities page [here](#).

Employment Opportunity

We need **YOU**! Cabrillo College is looking for staff to provide quality programs and services for a diverse student population promoting ever-evolving needs as our students grow toward their individual aspirational goals. Cabrillo is an Hispanic Serving Institution (HSI) with a special focus on enhancing the Latinx student experience. Come join our team, valuing high-level and innovative instruction, support services, a welcoming environment, and helping to change the world one student at a time!

This **full-time, 12-months per year, Student Retention and Success Coordinator** position plans, develops and implements retention programs and services for new and existing students; duties such as coordinate District behavioral intervention and academic early-alert program; provide case management support to individual students; coordinate services for students with basic needs insecurities; and perform related duties as assigned to retention and/or basic need services.

The **ideal** candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. For the 2024 Academic Year, 61% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (50%), Multi Ethnic (6%), Asian (3%), Black Non-Hispanic (1%), Filipino (<1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). In 2006, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

COMPENSATION AND BENEFITS:

Starting Salary Range: \$5,553 to \$6,122 per month; plus 5% annual increases up to step 7, maximum initial salary step placement on the [classified salary schedule](#) is step 4. Full-time (40 hours per week) assignment, 12 months per year. Monday through Friday, 8:00 a.m. - 5:00 p.m. with evenings and weekends as required.

Classified employees are required to join the California Public Employees' Retirement System (CalPERS) and as such contribute 8% of their monthly salary to CalPERS on a pre-tax basis. Position scheduled to begin as soon as possible, pending continued categorical funding and Governing Board ratification. Salary is subject to proration based on the beginning date of assignment. **Cabrillo is**

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unable to sponsor work visas.

Benefits: Our comprehensive benefits package includes medical, dental, life, short and long term, and vision (optional) insurance provided at a share of cost on a pretax basis, CalPERS Retirement and an Employee Assistance Program. Please see the Benefits [link](#) on the HR webpage for more information.

Work-Life Balance: This opportunity is a full-time assignment, months per year. [Classified employee benefits include:](#)

- Twelve (12) days vacation leave accrued annually; rate increases up to a maximum of twenty (20) days at year ten (10)
- Twelve (12) days of sick leave accrued annually, seven (7) of which can be used as Personal Necessity days annually
- Nineteen (19) paid holidays annually
- Five percent (5%) Longevity award annually after ten (10) years of service with increases to fifteen percent (15%) at twenty (20) years
- Professional Growth educational incentive program

As a classified staff member at Cabrillo College, you will join a vibrant community of professionals and educators working together to provide a positive educational environment where our students experience diverse academic and cultural perspectives.

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, develops and implements programs and initiatives to advance student success through retention and/or basic needs coordination; administers and participates in developing and evaluating plans, work processes, systems and procedures to achieve annual component goals, objectives and work standards; contributes to the development of and monitors performance against the annual department budget; approves purchases and other expenditures in accordance with District policies and procedures; makes presentations; prepares and maintains a variety of records and reports.

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- Coordinates communication among departments in response to students requiring intervention; reaches out to assigned students, refers assigned students to on-and-off-campus programs and departments, counselors, mental health services and/or community resources; serves as a mandatory reporter as needed.
- Develops and oversees the delivery of student success and retention workshops; meets individually with workshop participants to evaluate individual needs and refers them to on- and off-campus services and resources, such as CalFresh enrollment, emergency housing assistance, and utility support assists students in developing action plans for personal success; tracks and follows up with students to evaluate workshop and program effectiveness; works with academic counselors to update workshop content and identify program improvements.
- Tracks and analyzes data related to basic needs services and various college activities related to overall student success and retention strategies, and advises campus leadership regarding changes in student progress and retention metrics.
- Provides input in selecting, training and providing day-to-day lead work guidance and coordination to other Classified, short-term, and student staff; assigns, schedules and monitors work for completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards; monitors workflow to ensure that mandated deadlines are being met in an optimal manner; provides information, instruction and training on work procedures and technical, legal and regulatory requirements.
- Assists in ensuring a fair, open and inclusive work environment in accordance with the District's mission, goals and values.
- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.

As Assigned:

- Plans, develops and implements programs and initiatives to deliver essential services through the Nourishment & Essential Support Team (NEST); provides support to individual students and is responsible for day-to-day operations at the campus-based NEST, providing intake, referral, and case coordination services.
- Coordinates the Student Support and Care Team intervention and case management program and reporting system including academic early-alert notifications, low-level student conduct concerns, basic needs related insecurities; gathers additional information, triages cases and discusses issues with team; assesses student threat level using National Behavioral Intervention Team Association (NaBITA) tools; assigns cases to team members; opens and closes cases in system.

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- Assists students with identifying wraparound services and strategies to maintain support systems such as housing and gain access to food; coordinates on-campus resources for food pantries/markets and coordinates food donations; coordinates services with community agencies; acts as dedicated Homeless Student Liaison as assigned.
- Provides in-reach to students who are on academic probation and/or are in danger of losing, or are no longer eligible for, Cabrillo College Promise Grants; meets with students to connect them with campus support services and resources; acts as a liaison with other Student Services departments.
- Serves on a variety of District committees to participate in program planning/development and to identify resources that support students and increase retention.
- Coordinates planning and implementation of resource fairs, and representation at various campus events.

OTHER DUTIES

- Represents the District and/or Student Services on a variety of internal and external committees and community boards; develops partnerships with community agencies, business/industry and local government; acts as liaison with local high schools, other colleges and academic institutions.
- Performs related duties as assigned.

Minimum Qualifications

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff **AND**
- Graduation from an accredited four-year college with a bachelor's degree and major coursework in business administration, public administration, psychology, social sciences or a related field **AND**
- At least five (5) years of progressively responsible experience in student services, at least two (2) of which were performing interventions, experience in a role focused on addressing student financial and basic needs insecurities, case management, or supporting at-risk student programs and activities **OR**

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- An equivalent combination of training and experience.

Desirable:

- Bilingual in English/Spanish desired
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KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- District retention and student support goals, objectives, policies, procedures and practices.
- Principles, practices and techniques of program development and administration, particularly as they relate to student intervention, student retention and Guided Pathways programs.
- Recent developments, research methods, current literature and sources of information related to assigned program area needs, services and administration.
- District and community resources including governmental, community, and social service organizations and their functions, such as CalFresh, Medi-Cal, and County assistance programs.
- Common issues and challenges facing a diverse population of community college students.
- Principles and practices of public administration, including budgeting, purchasing, contract administration and maintaining public records.
- Student recordkeeping practices and procedures for processing and reporting student data.
- Research methods and analysis techniques.
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- Applicable sections of the California Education Code, Title V and other applicable federal, state and local laws, rules and regulations.
- The Family Educational Rights and Privacy Act and other District, state and federal laws, rules, regulations and policies governing student records.
- Safety policies and work practices applicable to the work being performed.
- Basic principles and practices of employee work guidance and direction.
- Applicable Administrative Procedures, Human Resources procedures and collective bargaining agreements

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Skills and Abilities to:

- Plan, organize and implement a multi-component student support program.
- Identify and respond to complex student concerns and needs, identify appropriate support programs and resources, advocate effectively for students, and assist students with required referral forms.
- Exercise tact and diplomacy in dealing with sensitive and confidential student situations and problems. Need a compassionate and non-judgmental approach when working with students experiencing crises.
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations on complex student issues in accordance with laws, regulations, rules and policies.
- Work collaboratively with District deans, directors, managers and the community and provide expert advice and counsel on student support.
- Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
- Maintain confidentiality of District and student files and records.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Communicate effectively, both orally and in writing.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships.
- Represent the District effectively in public settings and one-on-one with students, community groups, other colleges and the public on a variety of subjects.
- Uphold the District's mission, values and objectives including equity and Guided Pathways.
- Support an inclusive work environment that fosters diversity, respect and engagement.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

- A valid California driver's license or ability to access and use alternative transportation.

Additional Information

Application Process:

1. Complete the application with a minimum of three (3) professional references and answer all

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supplemental questions; provide detailed information to aid in determining the minimum qualification requirements have been met

2. Attach resume
3. Attach all unofficial transcripts for college coursework completed, if applicable, (copies, photos, and downloads are acceptable) **displaying any degrees conferred**. Foreign transcripts must be evaluated for U.S. equivalency at the applicant's expense -[click here](#) for more information.

Please note: All application materials must be received by 11:59 pm on the closing date indicated above.

Attention Applicants

Only completed applications with the above required documents will be reviewed by the committee. Application materials not required (including cover letters or letters of recommendation) for this position will not be reviewed. Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. **Cabrillo is unable to sponsor work visas.** A position eligibility pool may be established in order to fill other full-time, part-time, or substitute assignments as needs arise.

Questions? Concerns? Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

Selection Procedure

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. A written performance exercise and/or presentation may be a part of the interview, and finalists may be invited to return for a second interview. All notifications will be via email, and can also be accessed through your [application profile](#).

Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes). Cabrillo is an [E-Verify](#) employer.

EEO Statement

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Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

Accommodations

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at cabrillohr@cabrillo.edu.

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/5113524/student-retention-and-success-coordinator>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Student Affairs
Cabrillo College

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