

Position Description

Position Title: Assistant Director/Advisor & Instructor

Classification: Unclassified

Function of Work: Academic Support & Student Engagement

Supervision Received: Frances Welch-Director of Student Support Services

Supervision Exercised: SSS staff & student employees

Qualifications: Master's Degree in Education or related field; experience working with at-risk students; demonstrated understanding of student needs; prior teaching experience; effective written & oral communication; ability to present in small & large groups; require minimal supervision; knowledge of postsecondary academic & financial assistance procedures

Responsibilities

- Assist in training and supervising of staff & student employees
- Coordinate/facilitate training & professional development activities
- Hire, train, & manage peer tutors; facilitate tutorial services
- Develop & maintain relevancy of ACSK 1010 curriculum
- Identify & recruit students for SSS
- Supervise development & implementation of services & activities with staff
- Deliver services & programs to students & monitor participants progress
- Make necessary referrals as needed
- Schedule, plan, & conduct group workshops
- Coordinate cultural/enrichment & campus visits for students
- Assist in the SSS Faculty Advisory Board
- Assist in accuracy of SSS data to evaluate participant performance
- Assist with the preparation of the Annual Performance Report
- Serve a liaison to university departments & conduct SSS informational presentations
- Develop & maintain a list of resources to benefit the program & participants
- Perform other teaching & advising duties as required