FISK UNIVERSITY

Job Description Form

Position Title: Academic Skills Coordinator

Department: Academic Excellence & Student Performance Office

Reports To: Director, Academic Excellence & Student Performance

FLSA Designation: Exempt

Bargaining Unit Position: No

Date Written/Revised: May 7, 2010; revised July 11, 2012

POSITION SUMMARY

The Academic Skills Coordinator works with the Living Learning Center Coordinators, Academic Support Services, Academic Success Center and LEAD Program to develop and implement retention strategies and activities that complement a University-wide student retention and academic excellence initiative. Duties include coordination and supervision of tutors, volunteer mentors and college work-study students.

ESSENTIAL FUNCTIONS

- Helps to develop effective strategies for student retention to ensure that support services are responsive to students' needs

- Identifies, recommends and implements learning workshops, supplemental instructional initiatives and other activities dependent on students' needs

- Interfaces with other University departments (Writing Center, Academic Success Center, Living Learning Centers) to implement services aimed at increasing retention especially for first-year students

- Serves as a member of various University committees as deemed appropriate

- Prepares or assists with the preparation of correspondence, reports and

other documentation

- Conducts individual academic advising (e.g. general education, graduation, academic progress monitoring, schedule formulation and transfer information)

SECONDARY FUNCTIONS

In addition to performance of the essential functions, this position may be required to perform a combination of the following supportive functions, with the percentage of time spent performing each function to be solely determined by the manager based upon the particular requirements of the University.

- Works occasional evening and weekend hours
- Refers students to appropriate campus and off-campus resources
- Performs other duties as assigned

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

- Excellent organizational, interpersonal and communication skills, goal oriented
- Ability to serve diverse constituents and other publics
- Self starter; independent, energetic and enthusiastic professional
- Understanding of and familiarity with higher education and its organizational culture
- In-depth knowledge and understanding of Fisk University and its various constituent groups, academic programs and needs of students
- Flexibility in scheduling and fulfillment of diverse job responsibilities
- Public speaking ability and possession of superior writing skills
- Prior experience in the provision of student support services preferred
- Relevant working experience in college/university setting

QUALIFICATIONS

Education: Possession of a master's degree in a relevant discipline from an accredited institution is required.

Experience: Minimum of three (3) years of relevant experience in a college/university setting required

Licenses or Certificates: N/A

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; talk and hear. The employee may regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Normal office conditions. The noise level in the work environment is usually moderate.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.