Position Title: Academic Skills Specialist
Department: LEAD Program, Office of the Provost/Academic Affairs
Reports To: Director of the LEAD Program
FLSA Designation: Non-Exempt Salaried (Part-time)
Bargaining Unit Position: N/A
Date Written/Revised: April 11, 2013

POSITION SUMMARY

The Academic Skills Specialist provides academic advisement and other support services to students, identifies and conducts specific workshops, study groups and other interventions to enhance student performance. A primary focus of this position is to improve the retention of first generation and/or low income students who become participants of the LEAD Program, a federally TRIO sponsored program.

ESSENTIAL FUNCTIONS

- Provide individual and group advisement, including academic advising, academic skills and study strategies, career exploration, and personal counseling.
- Monitor students’ academic progress on an ongoing basis; recommends appropriate interventions to improve performance as needed and follows up to ensure that students are following through with recommended interventions.
- Verify and document participants’ tutorial attendance
- Integrate effective study and learning strategies to maximize the student’s potential for academic success.
- Assist in coordinating and directly providing individual and small group instruction in study skills, time management, effective test taking and organizational skills.
- Assist the director with recruitment, training, and supervision of tutors
- Assist with the development and implementation of program activities which will aid participating students in their academic, career, and personal success.
- Maintain up-to-date individual student records and reports; Assist with other data collection as required.
• Demonstrate experience in diagnostic testing procedures and interpretation

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 performing each function to be solely determined by the manager based upon the particular requirements of the University.

• Prepare curricula reports, duplicate instructional materials, class handouts, forms for documentation of various program activities, contact notes and other materials for usage by participants.
• Assist in identifying and/or selecting eligible students to participate in the Program.
• Assist with data management, surveys, and program evaluation.
• Attend appropriate TRIO conferences and trainings (state, regional) and/or University meetings and trainings as assigned to promote continuous professional growth.
• Assist with the preparation of annual reports, grant proposals, program evaluations and other documents.
• Perform other job-related duties as assigned.

ORGANIZATIONAL RESPONSIBILITY

May assist with supervision of tutors and/or work study students.

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

• Three or more years experience in counseling, academic advising and/or other student centered activities in a college/university setting.
• Goal oriented and student centered.
• Strong communication, oral, written and interpersonal skills.
• Knowledge of different learning styles.
• Ability to develop and conduct presentations for a variety of audiences.
• Energetic and enthusiastic personality.
• Flexible hours and able to travel periodically.
• Ability to work under pressure to meet deadlines.
• Able to handle several complex tasks simultaneously.
• Ability to work effectively in a team environment; and work independently with little supervision.
• Knowledge and experience in provision of academic support to “at risk” students.
• Grant writing research experience and successful grant writing experience.
• High proficiency in use of Microsoft Office Suite (Word, Excel, PowerPoint, and Publisher), Banner, student databases (Blumen, Student Access).

QUALIFICATIONS

Education: Bachelor’s degree in Education (mathematics, science, or English preferred), Counseling, Psychology, or a related field.

Experience: Minimum of three years’ experience in higher education providing direct services to students required, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above; Experience working with under-prepared and underserved populations and/or prior TRIO participation a plus.

Licenses or Certificates: None required.

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 the 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.