

Position: Director of the Academic Enhancement Center

Department: Academic Enhancement

Reports to: Associate Dean for Student Success

Job Summary: On a full-time basis, responsible for the management and administration of the College's Academic Enhancement Center ("AEC"). Develops, maintains and coordinates College-wide academic support programs in collaboration with deans, faculty, and other College support services.

Duties and Responsibilities:

- Develops and directs all tutoring programs and academic support services for the AEC.
- Hires, trains, and supervises full-time and part-time staff for the AEC; recommends and oversees staff development activities as necessary.
- Oversees outgoing communication, as well as marketing of AEC tutoring services.
- Performs regular assessment on program outcomes, tutor effectiveness, student satisfaction with tutoring services, and other department initiatives, and implements improvements as necessary. In collaboration with the College's Disabled Student Services, implements testing accommodations and academic support services for students. Maintains the AEC budget under the supervision of the Associate Dean for Student Success.
- Coordinates the Project Access program, and/or similar such programs, the duties of which include, but are not limited to, developing and conducting curriculum for workshops/courses, and tracking student cohorts.
- On an as needed basis, acts as the instructor for developmental writing courses for students in Project Access, and/or similar such programs, including, but not limited to, the SFC 0040 course.
- Assesses the effectiveness of tutoring services, Project Access program, and/or similar such programs, and generates reports in connection with the pre-and post-testing of participating students.
- Coordinates placement testing for incoming students and evaluates placement exams and places students in appropriate Math and English courses.
- Develops academic support programs for specialized student populations.
- Develops and conducts academic support programming in collaboration with the College's Academic Support Services Coordinator in the Center for Student Success.
- Maintains the TutorTrac database and provides reports.
- Prepares regular reports on the services provided by the AEC and the impact of tutoring, workshops, and the Project Access program on student performance and persistence.
- Maintain budgets and payrolls for the AEC and anticipates changes to the budgetary requirements based on trends in support needs.
- Maintains records, reports and data for the tutoring center and AEC sponsored programs.
- Collaborates with the College's information technology area to evaluate and recommend academic support software to support the mission of the AEC.
- Maintains any AEC grant funded budget programs, allocating resources as appropriate.
- Represents the AEC during College events, including, but not limited to, Open House and Parent Orientation programs.
- Performs other duties as directed.

Minimum Qualifications:

- Master's degree required from an accredited program, preferably in the area of higher education, curriculum development, educational policy, or related area.
- At least two years' experience implementing and overseeing an academic support center for a diverse population of undergraduate students.
- At least 4+ years working in a higher education setting.
- Experience in training undergraduate student tutors.
- Knowledge of tutoring pedagogy. Proficiency with MS Office including Outlook, Word, Excel, and Access; ability to perform statistical analysis is required.
- Knowledge of academic support technology, including, but not limited to, Kurzweil, Turnitin, and online tutoring platforms.
- Participation in specific weekend and evening events during the academic year is required.
- Culturally sensitive with a deep understanding and appreciation of a multi-cultural student community.
- Excellent communication and interpersonal skills; ability to work well with students, faculty and academic administrators.

Interested applicants can apply by clicking [HERE](#)