

WARTBURG COLLEGE POSITION DESCRIPTION

Title of Position – Pathways Center Assistant Director for First-Year Experience, Academic Advising & Student Success

Preparation Date: 8/5/2014

Function of Position:

Responsible to the Director of the Pathways Center for overseeing the operation of the Writing/Reading/Speaking Lab, for duties as First Year Experience Coordinator, for coordinating and providing support for academic advising, and teaching in Liberal studies.

Principal Duties and Responsibilities :

- 1) Coordinate advising predominantly for exploring majors; assist with graduate school, and other professional school advising; provide faculty development in advising. (14%)
- 2) Serve as First Year Experience Coordinator. This includes serving as Vice Chair Orientation Committee with focus on academic orientation, participation in Retention Committee; production of newsletter; partner with faculty chapter advisor on issues related to Phi Eta Sigma; maintenance of list serve for first-year students, returning students, and faculty leaders; faculty development on first-year issues and assisting faculty with inclusion of transition issues into the curriculum; design and implementation of academic support services programming for first-year students. (10%)
- 3) Coordinate summer orientation and registration days. (10%)
- 4) Teach IS 101 – Inquiry Studies. (10%)
- 5) Design and implement academic support services programming for students with academic challenges; counsel students having academic difficulty. (15%)
- 6) Recruit, hire, train, schedule, supervise, and assess paraprofessionals providing services in the Writing/Reading/Speaking Lab (WRSL); provide on-going staff development for Pathways Peers in WRSL functions; supervise communication with faculty regarding students' work in the WRSL. Consult with student groups and/or individual students to provide feedback to improve their writing, reading, and speaking skills. Coordinate marketing and outreach to inform the campus community about WRSL services and encourage utilization of services. Maintain WRSL records and gather feedback from faculty, paraprofessionals, and students to assess effectiveness of WRSL services; provide Pathways Center Director with annual report. Manage WRSL payroll and expenses. Collaborate with "Writing Across the Curriculum" coordinator and Assistant Dean for Faculty Development to provide in-service for faculty on WRSL-related topics. (37%)
- 7) Serve as the Director of the Summer Bridge program by providing program oversight while working with the Summer Bridge Assistant Director and their team to develop, plan, and implement the academic support services program focused on increasing academic performance and persistence of program participants. (4%)

Supervision:

Employee is responsible for determining own work assignments referring to policies and general objectives for guidance. Employee independently devises new methods to meet conditions and confers with supervisor regarding unusual matters. Supervision of the Assistant Director of the Summer Bridge program.

Minimum Qualifications:

Master's degree in English, Communications, Education, or a related field, plus three years related experience. Preferred experience with academic advising, and management of college writing center a plus.

Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from members of underrepresented ethnic and minority groups.