

WARTBURG COLLEGE POSITION DESCRIPTION

Title of Position – Academic Success Associate, Pathways

Preparation Date: October 2015

Function of Position:

Responsible to the Pathways Center Director for implementing accommodations for students with disabilities; for overseeing the test administration program for the College; for assisting students with study strategies for academic success, for supervising graduate and professional school testing; and serve as a supporting academic adviser for students exploring major, vocational and career options. Work schedule: 10 Months, full-time, with summer hours arranged.

Principal Duties and Responsibilities:

1. Determine disability certification whereby students qualify for accommodations; coordinate accommodations for students with disabilities; maintain regular contact with students to determine appropriate accommodations, contact faculty and staff regarding accommodations and serve as a resource for student, parent, faculty, and staff questions and concerns; meet with parents of and prospective students who have self-disclosed disabilities to clarify the process of receiving accommodations on campus and answer questions; continually develop disability services and advocate for needs of students with disabilities on campus (48%);
2. Coordinate administration of campus testing service including training staff and proctoring various exams (i.e., course, correspondence exams, and assessment inventories); advise students, parents, faculty, and staff on testing options and procedures; coordinate and administer Residual and National ACT exams on campus; coordinate and administer the College Student Inventory (CSI); maintain communication with testing companies regarding orders, scores, and study materials; administer exams for credit (i.e., CLEP or Challenge) and maintain communication with the Registrar, faculty, and Admissions staff regarding available exams, scoring, and transcript credit (15%);
3. Work with Early Alert team and students to develop individual academic success plans related to reading, study skills, test taking, time management, note taking, and other fundamental academic skills (including but not limited to students on probation, SAP, provisional admits, first-generation, ethnically diverse, and academically under-prepared students) Manage tutor requests, determine eligibility for tutoring services, hire and supervisor tutors(25%);
4. Serve as academic adviser to exploring students (10%);
5. Provide graduate and professional school test preparation (in partnership with faculty offering test preparation courses) and advise students interested in pursuing graduate school (2%)
6. Perform other related duties as assigned.

Supervision:

Employee proceeds independently, working toward established objectives, requiring the use of a wide range of procedures. Employee prioritizes own work and refers unusual cases to supervisor.

Minimum Qualifications:

Requires Bachelor's degree in social work, special education, psychology, or relevant field with at least three years of experience working with individuals with disabilities. Knowledge of federal laws pertaining to students with disabilities. Must possess excellent communication and public speaking skills, ability to work well with diverse groups of people and excellent listening skills. Master's degree in a related field is preferred.

Application Procedure:

Send a letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, resume, 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 women and members of ethnic and minority groups.