

**WARTBURG COLLEGE  
POSITION DESCRIPTION**

**Title of Position: Academic Support Coordinator**

Preparation Date: March 2022

**Function of Position:**

The Academic Resource Center (ARC) supports the success of all students while paying particular attention to first-generation, under-resourced, and/or academically underprepared students. Responsible to the Associate Dean of Faculty, the academic support coordinator provides proactive academic and personal guidance to students throughout their undergraduate careers to address self-care, socio-emotional well-being, and academic issues and works to foster collaborative partnerships with departments across the institution with the primary goal of cultivating a culture that embraces retention and student success as an institutional beacon and a shared responsibility. This is a full-time 10-month position.

**Principal Duties and Responsibilities:**

- Design and implement academic support services for students with academic challenges; counsel students having academic difficulty in partnership with appropriate campus offices and academic departments. Collaborate with campus partners to develop and implement supports that promote a successful transition to college and maintain those supports as needed. Maintain up to date records of work with students. (20%)
- Provide support to operations of Peer Learning Lab which includes supporting needs of academic departments and students. Assess services provided by both ARC areas to determine gaps in student needs, duplication and increasing efficiencies. (20%)
- Develop, implement, and evaluate early intervention and support services for high-risk students identified from CSI data in providing a successful proactive approach to supporting student success. Provide support to Disability and Access Coordinator regarding CSI reporting and data extraction. (10%)
- Develop, implement, and evaluate early intervention and support services for 'academic warning' students in winter term. (10%)
- Lead or assist in coordinating tutor support for students. (10%)
- Coordinate weekly workshops for students on topics such as time management, goal setting, reading strategies, etc. (10%)
- Design and implement a "Study Buddy" system for all courses where students can sign up to work with someone in their class. (10%)
- Perform other duties as assigned by Associate Dean of Faculty and/or Assistant Director of the Academic Resource Center, which could include: (10%)

**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.

**Minimum Qualifications:**

Bachelor's degree and two years' experience working with college students in areas related to advising and student success. A master's degree in related area or currently pursuing a master's degree can be substituted for work experience. Must possess excellent communication and listening skills and ability to work well with diverse groups of people.

**Application Procedure:**

Send 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](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://www.wartburg.edu) for further information about the college. Screening begins immediately and continues until position is filled.