

**Warren Wilson College**  
Position Description

**POSITION TITLE:** Director of Academic Support Services

**DEPARTMENT:** Academic Affairs

**REPORTS TO:** Vice President for Academic Affairs

**POSITION SUMMARY:**

Coordinates academic support for all students including provisionally accepted students, students with special needs, students on academic probation, and students referred by staff or faculty. This is a full time position designated ½ time faculty and ½ staff, and responsibilities are to be carried out between August 1 and May 30 of each academic year.

**SPECIFIC RESPONSIBILITIES:**

1. Provide academic counseling and referrals for provisional students, students with learning disabilities, students on academic probation, and other students with study skills concerns.
2. Coordinate tutoring, tutor training, and other campus academic support services.
3. Teach (for credit) courses and offer independent studies in academic studies skills.
4. Teach the *College Academic Skills* course (EDU 116) in the Fall and Spring Semesters.
5. Co-teach the *Group Leadership Practicum* course (PSY 350) in the Fall and Spring Semesters. All of the Peer Group Leaders are enrolled in this course.
6. Communicate and coordinate with other campus services and offices including the Writing Center, ESL instructor, Counseling Center, Career Resources, Housing and Work Program, to serve the academic support needs of incoming and continuing students
7. Serve as the contact person for faculty concerns about individual students' academic issues. Coordinate appropriate interventions, including issues specific to learning disabilities.
8. Organize workshops or provide information on the general academic support needs that have been identified by the faculty or staff, including issues specific to learning disabilities.
9. In the fall and spring semesters, "flag" admitted students' files for academic issues and support, inform the appropriate faculty and staff, and work with them to provide appropriate academic support for students.
10. Organize programs and instructional materials for staff, faculty, and students on the transition to college.
11. In collaboration with the Assistant Vice President for Academic Affairs, the Minister to Students, and faculty, select peer group leaders, provide peer group leader training, plan peer group leader meetings, and facilitate the integration of peer group leaders into First-Year Seminar courses as appropriate.
12. Coordinate orientation of First-Year Seminar instructors as advisors and mentors.
13. Assist in the orientation of new faculty and the academic orientation of new students as related to Academic Support Services.
14. Train tutors as peer mentors.

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15. Serve on the First-Year Experience Committee and the Admission Committee, and serve as a consultant to the Scholastic Standards Committee.
16. As appropriate, assist in the preparation and distribution to Academic Council members and to the faculty as a whole, materials associated with the academic areas of responsibility identified in this position description. As appropriate, serve as a consultant to Academic Council and to the faculty in matters concerning academic support services and programs for the First-Year students.
17. Participate fully in the shared governance system and the life of the college.

**WORKING CONDITIONS:**

Office Environment.

**QUALIFICATIONS:**

1. Master's degree.
2. Two to three years experience in a college setting.
3. Possess good organizational skills.
4. Possess good interpersonal communication skills.
5. Knowledge of ADA and FERPA guidelines with regards to position responsibilities.
6. Knowledge of educational issues including cognitive development, learning disabilities and attention disorders.
7. Prior experience working with college students in the role of an advisor.