



Traditional Studies and Academic Retention Coordinator
Humanities

HUM/7

JOB SUMMARY

This position is responsible for administrative and support functions for learning support and first year program. The employee will be responsible for assisting students, faculty, staff, potential students, and visitors. This is a highly responsible position, requiring several tasks and strong decision-making skills.

MAJOR DUTIES

- Serves as an academic retention support for learning support, transient, and learning community students and provide placement support for other advisors, faculty, and staff, particularly regarding learning support and first-year placement policies. Duties include engaging students with academic performance issues to develop remedial action plans with faculty and monitoring student compliance.
- Assist with all elements of the First Year Experience program including creating an events schedule for DART 1000 each semester, revising the required textbook, accepting instructor applications and assisting with staffing of sections, providing training and orientation programs for all instructors, and assisting with campus events such as new student orientation and visitation days.
- Assist the dean with creating and implementing retention strategies for learning support and first-year students and provide training and development for faculty and staff regarding these policies; employee will also be required to attend professional development sessions to learn new strategies.
- Complete learning support, progression, and placement audits and contact students in regards to corrections made to their schedule.
- Maintain appropriate records and data to document impact of programs and services, ensure accuracy of information and policy on all documents and webpages, request and maintain data regarding learning support and DART 1000 exit and success rates for learning support courses and selected credit-level courses, and assist with institutional effectiveness reporting.
- Serve on college and divisional committees, assist with student support in the division office, and complete other duties as assigned.
- Perform other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of concepts, practices and procedures and ability to use in varied situations.
- Analytical skills.
- Skill in project/process management.
- Intermediate level computer skills.
- Skill in clerical/secretarial.
- Ability to operate basic office equipment.
- Skill in oral and written communication.
- Ability to build and maintain congenial relationships in the work place.
- Possess skills to facilitate meetings and convey information to students.

SUPERVISORY CONTROLS

The Dean assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include college policies and procedures; University System of Georgia policies and procedures; SACS and other accreditation standards and requirements; and faculty, staff and student handbooks. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, supporting and decision-making duties.
- The purpose of this position is to provide administrative and support functions for learning support and first year program.

CONTACTS

- Contacts are typically with co-workers, other college personnel, faculty, staff, students, representatives of other colleges and universities, alumni, vendors, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position is not responsible for supervising others.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of an Associate's degree (Bachelor's degree preferred) in a course of study related to the occupational field with 1-3 years' experience.
- Associate's degree and 3+ years in higher education with experience advising students and/or working with online education, supervision of student retention initiatives, and experience with learning support programs and first year experience programs.