



DOANE UNIVERSITY

Academic Specialist

The Academic Success Center (ASC) Academic Specialist teaches developmental reading/writing skills classes and study skills courses; assists in developing educational plans to address the identified needs of SSS participants; maintains and updates the department's social media sites; provides academic counseling/close monitoring and academic advising to assigned students; assists the ASC director in prescribing and providing appropriate curriculum.

The position also serves as an academic coach providing intensive one-on-one non-cognitive interactions with SSS eligible students. This intensive interaction on a consistent, weekly basis will allow a more in-depth approach to academic and social interventions.

Essential Responsibilities: Academic Specialist

- To collect and maintain accurate records for DLC and SSS and to monitor participants' progress toward SSS project objectives.
- To assist with intake procedures for SSS participants.
- To assist the SSS project director in developing an appropriate Educational Action Plan (EAP) for each SSS participant.
- To provide academic advising and close monitoring for designated SSS project participants; to provide academic counseling for designated DLC students.
- To teach DSS Reading/Writing Courses as well as DLC Reading/Writing courses as well as Study Skills courses
- To assess student performance in developmental reading/writing and study skills courses.
- To develop curriculum and/or requisition materials for study skills and reading/writing instruction.
- To act as one of the reading/study skills/ESL advisers for the unit.
- Actively collaborate with DSS and DLC departments on projects.
- To consistently update and maintain all social media websites for ASC.
- To assist in the production of SSS project informational materials.
- To assist and collaborate regarding required SSS project reports for the College and the U.S. Department of Education.
- Other duties related to the unit, as deemed necessary by the ASC director.

Essential Responsibilities: Academic Coach

- Perform weekly academic and personal/social interaction via social media, email and text interactions with SSS eligible students.
- Provide weekly interactions that provide motivational and non-cognitive approaches to raise student retention rates.
- Provide weekly updates of projects, information, academic strategies and testing opportunities on all ASC social media websites.
- Maintain daily collection of data regarding number of student interactions, number of mediums used for interactions, student academic standings/grades for fulfillment of the
- Competitive Priority Preference section of the TRIO SSS grant.
- Attend weekly meetings with DSS and DLC staff regarding data findings, study strategies, testing opportunities.
- Attend monthly meetings with SSS Project Director regarding how the non-cognitive approach is going and how students are reacting to the weekly interactions.

Education/Training:

- Requires at least a master's degree in education, English, developmental education, ELL/ESL or a related field.

Required Qualifications/Skills/Abilities:

- Must have experience in a postsecondary/advisement environment
- Demonstrated ability to manage multiple duties and priorities
- Excellent interpersonal skills

Preference will be given to:

- Work experience in a TRIO project (or a program with similar purposes)
- Experience working with international students or teaching ESL courses