

Assistant Director, Academic Support Services

Job Description

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Position Summary:

Academic Support Services at Florida Atlantic University seeks scholars who are committed to supporting the learning needs of students from diverse backgrounds and to engaging communities underrepresented in higher education. Florida Atlantic University is committed to providing an inclusive and welcoming environment for all who interact in our community. In building this environment, we strive to attract students, faculty and staff from a variety of cultures, backgrounds and life experiences. Florida Atlantic University embodies a culture of strategic and collaborative community engagement that results in mutual benefit to the institution and the diverse internal and external communities that it serves.

Florida Atlantic University is seeking an Assistant Director, Academic Support Services, Boca Raton, FL.

With over 30,000 students from all 50 states and over 180 countries, 21 intercollegiate teams, 180 plus degree programs, and an administration that thrives on discovery and excellence, FAU is pushing the boundaries of higher education. Florida Atlantic's faculty and staff are trailblazers and innovators with a passion for finding creative solutions while advancing science, art, and technology in all disciplines. Our work environment is a hub of cultures from across the nation and the world, making FAU a place where collaboration flourishes.

The Academic Support Assistant Director will be responsible for planning, developing, and implementing a variety of retention programs and initiatives for diverse undergraduate communities and populations, with primary responsibility over all Supplemental Instruction and tutorial services outside of Science, writing courses and math. The equity-minded individual, in this position, will work in an inclusive environment with the Director for Academic Support to sustain a quality SI program. Supplemental Instruction (SI) is an equitable academic assistance program that utilizes peer-assisted study sessions to help students succeed in traditionally difficult courses. The person in this role will serve as an advocate for our diverse student population at Florida Atlantic University; assist with the hiring, training, and evaluation of CLASS tutors and SI Leaders; support and maintain all aspects of the Academic Service-Learning (ASL) and Owl-to-Owl (OtO) volunteer tutoring programs; make recommendations for the SI program; develop and update SI and tutoring policies, goals and objectives; collect data related to student performance in courses as it relates to participation in SI and tutoring; maintain academic support marketing initiatives; ensure the proper maintenance of students files/records; and assist the director in planning, coordinating, and assessing the effectiveness of Supplemental Instruction and tutoring sessions. The Assistant Director will also support and promote university-wide retention programs and services.

Minimum Qualifications:

Master's degree from an accredited institution in an appropriate area of specialization and two years of experience in learning center services; preferably in higher education; or a bachelor's degree from an accredited institution in an appropriate area of specialization and four years of experience in learning center services; preferably in higher education required.

Master's degree preferred.

Strong computer, communication, organizational and customer service skills required.

Goal oriented and can work independently and as a member of a diverse team while being able to accept direction from supervisors required.

Strong critical thinking skills required.

Attention to detail and flexibility required.

Ability to cultivate and maintain relationships with diverse constituent groups throughout the university required.

Knowledge of the Supplemental Instruction program model, models of tutoring and best practices in academic assistance programs preferred.

Excellent communication and interpersonal skills preferred.

Familiarity with assessing program success in an academic context preferred.

Understands issues pertaining to academic support/student success in a research university, including knowledge and understanding of faculty and student challenges preferred.

Ability to work with diverse college students experiencing academic difficulty preferred.

Ability to organize multiple projects/tasks preferred.

Salary:

\$50,000

College or Department:

Academic Support Services

Location:

Boca Raton

Work Days and Hours:

Monday - Friday, 8:30 a.m. – 5:30 p.m. Evenings and weekends as needed.

Application Deadline:

2021-07-27-07:00

Special Instructions to Applicant:

Individuals with disabilities requiring accommodation, please call 561-297-3057. 711

Final candidate will be required to have official, sealed transcripts and original NACES evaluation, if applicable, sent from their educational institution to Human Resources prior to the start of employment.

Successful completion of a background check, which may include a motor vehicle check, credit check, fingerprinting or additional screening, is required for the selected candidate prior to the start date.

A resume and a cover letter are required for this position. Make sure to attach these required documents in the Attachments section of the application. Any missing required documents may result in disqualification.

Internal: Assistant Director, Academic Support Services

Job Details

Job Requisition ID	REQ10611
Location	Boca Raton
Posting Date	07/13/2021 - 3 days ago
Job Family	Administrative Managerial Professional
Time Type	Full time
Job Type	Regular
Supervisory Organization	Supplemental Instruction (Ronald Romances Johnson (Z00014443))