

**Position Description**  
**Academic Support Coordinator**

**Department:** Zigmunt Library and Academic Resource Center

**Reports To:** Director of Library Services and Academic Resource Center

**Primary Function:**

The Academic Support Coordinator serves as a key leader of efforts to improve student learning outcomes on campus by providing programs that help students succeed. This position is vital to creating a student-centered, caring environment for students to achieve success and make a difference in their lives. This is a 10 month position.

**Essential Responsibilities:**

1. Work collaboratively with a variety of campus constituents with the common goal of improving student academic success.
2. Serve as a leader of student success initiatives.
3. Develop systems and processes around student success.
4. Assess the effectiveness of academic support programs.
5. Provide the Office of Academic Affairs with annual and ad hoc reports of student and program progress.
6. Lead the Student Concerns Committee, a cross-functional early alert team.
7. Manage and develops student employees through SLC Works student employment program.
8. Provide support for students with a variety of identified disabilities, including review of documentation, determining appropriate accommodation, and tracking data.
9. Coordinate prior learning assessment with applicable academic departments.
10. Perform other duties as assigned.

**Knowledge, Skills and Abilities:**

- Master's degree required.
- At least 2 years of related experience is strongly preferred.
- A commitment to serving and supporting the College's mission.
- Cooperative attitude with team-oriented disposition with the ability to effectively support students, colleagues and the external constituents.
- Ability to relate effectively with students, instructional personnel, and the public.
- A passion and commitment to providing outstanding service to students.
- Demonstrated counseling/advising skills.
- Ability to maintain confidentiality of sensitive information.
- A firm understanding of ADA regulations as they apply to higher education is required.
- Experience in creating programming for English Language Learners.
- Commitment to supporting the needs of students from underrepresented populations.
- Ability to analyze and synthesize data to improve student learning outcomes.
- Exceptional organizational, prioritization, attention to detail and follow-up skills.
- Effective written and verbal communication skills with both internal and external constituents.
- Proficiency in Microsoft Office required.

**Additional Employment Requirements:**

- Must have successful completion of criminal background record, and reference checks.

**Application Instructions:**

Interested candidates should submit a current resume to [human.resources@sl.edu](mailto:human.resources@sl.edu). Consideration of applications will begin immediately and will continue until the position is filled. Silver Lake College is an equal opportunity employer.

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Employee Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature