Title: Assistant Director/Academic Counselor/Data Coordinator of the Academic Success Center University College

Position Summary:
The Academic Success Center is seeking a full-time (12 month appointment) Academic Counselor and Data Coordinator who also will serve as the Center’s Assistant Director and will provide oversight for a diverse range of academic support services, programs, and activities, and manage and report on all data gathered by TutorTrac. Under the direction of the Director of the ASC, this high-visibility position requires autonomy, creativity, extensive collaboration, and sensitivity to the procedures and expectations of a wide range of departments and programs that serve students.

This person will plan and implement a comprehensive Academic Support Program, including but not limited to, the peer tutor program, training programs, as well as academic advising. The incumbent will create and implement a comprehensive marketing and communication plan to promote student academic support services across all the campus community. He/she will supervise student employees engaged in providing academic and administrative support for the Center, as well as plan and coordinate the development and delivery of learning strategies workshops and curriculum. The person in this position will design, organize and implement class presentations and outreach workshops addressing issues of student success and will serve as a liaison with various University offices and departments that serve students. He/she will co-design and implement assessment to determine effectiveness of programs and monitor an annual tutoring budget. Additionally, this person will teach the tutor training course(s), represent the office at all orientation programs, and perform other duties as required.

Qualifications:
Minimum Qualifications:
• Master's degree in higher education, divergent learning, counseling or related field and one to three years of experience in positions with academic coaching, counseling, and tutor/tutee management.
• Demonstrated experience working with data and assessment. (Qualtircs and TutorTrac preferred)
• Extensive knowledge of, and experience with, academic skills assessment and referrals.
• Teaching and/or tutor training experience.
• Excellent written and oral communication skills.
• Demonstrated successful experience working with underserved/underrepresented populations.
• Demonstrated ability to work effectively and collaboratively in a dynamic work setting.
• Ability to plan, organize and facilitate workshops, training courses and marketing materials appropriate to the program.
• Marketing experience, including website development and use of Publisher, PowerPoint, Adobe InDesign, and/or Photoshop to create posters, brochures, etc.

Preferred Qualifications:
• Knowledge of Financial Aid Requirements, including Pell Grants and South Carolina State Scholarships, like LIFE, HOPE, Palmetto Fellows.
• Experience with Banner

Application Process:
Applications are due Aug. 10. Position start date is August 17, 2015. All application materials requested below should be submitted electronically to Dr. Gloria G. Jones, dean of University College at jonesg@winthrop.edu.

1) A letter of application summarizing candidate’s interest and qualifications
2) Current curriculum vitae or resume
3) Official transcript of highest earned degree
4) Names, addresses, email addresses, and phone numbers of three professional references

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