Under the supervision of the Director, assists in the operation of Academic Success, including testing services, peer tutoring, academic coaching, Supplemental Instruction, and other programs and services aimed at facilitating student academic achievement.

Primary roles and responsibilities:

- Manages the testing services, which includes scheduling and proctoring of exams administered to students registered with the Office of Disability Services.
- Trains and supervises 8-10 student Receptionists and a team of peer Academic Coaches. Assists the Director with training and supervising a large staff of Peer Tutors and SI Leaders.
- Conducts academic coaching sessions with students, focusing on at-risk student populations. Conducts follow-up meetings and refers students to other campus resources as needed.
- Assists in maintaining and analyzing all Academic Success data in order to assess the effectiveness of its programs and services. Assists the Director in managing the Academic Success budget and payroll.
- Serves as a member of the Living Learning Communities team, which includes Area Directors, community mentors, and faculty representatives.
- Teaches 1-2 sections of UNIV 199: College Learning Strategies each fall semester.
- Engages in regular communications with the Director, Peer Tutors, Academic Coaches, and Receptionists to convey and reinforce Academic Success policies and procedures.
- Works as a liaison between Academic Success and other university constituents to promote the usage of its services and resources. Represents Academic Success at various faculty and department meetings and on various committees.
- Gives presentations and conducts workshops for various university groups and organizations.

Qualifications:

- Master's degree, two to five years related experience or training or equivalent combination of education and experience.
- Proficient in using the Microsoft Office suite (Word, Excel, and PowerPoint).
- Must be highly organized and detail oriented, since the day-to-day responsibilities of the position require managing a wide range of activities on a changing schedule.

Capital University offers a rich benefits package that includes medical, dental, retirement, family education benefits, long-term disability, life insurance and free parking.

Please send resume and cover letters electronically to:
Bruce Epps, Director of Academic Success
bepps@capital.edu

For more information on Capital University, visit our website at www.capital.edu
Capital University is an equal opportunity employer.
Qualified minorities, women, and persons with disabilities are encouraged to apply.