



**Rhode Island College**

**Job Description**

initiates that support and enhance academic success. The Director will be responsible for leading, developing, assessing, and evaluating the Academic Success Center, including peer subject tutoring services, the Writing Center, and the Math Learning Center. The Director will collaborate with campus partners to ensure the

Position classification: PSA  
Date created or revised: 5/15/2023  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: Yes  
Campus Security Authority: Yes  
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The Director will work with faculty and staff to ensure academic support services are at student development learning theory and to provide students with high quality. The Director is responsible for the integration, facilitation, coordination, synthesizing, and implementation of outcomes driven efforts in academic support that encourages student success (persistence, and graduation). The Director will work with the Associate Vice President for Academic Affairs to implement ongoing systems of collaborations with Academic Advising, Disability Services, and other areas of student support, including but not limited to Learning for Life, the Learning Center, and Academic Affairs.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

Essential Job Functions:

- Direct and lead the Academic Success Center that provides comprehensive learning support for all students including tutoring, academic coaching, structured learning assistance, workshops, and testing services.
- Develop, lead, assess and supervise all services and staff of the Academic Success Center, including tutoring services, the Writing Center, the Math Learning Center and COL 125.
- Lead the development of paraprofessional and student learning outcomes; conduct assessment of program effectiveness and make recommended changes to enhance the Academic Success Center.
- Supervise, train and evaluate a team of professionals coordinating math placement preparation and facilitation, math and STEM tutoring, writing tutoring, and more.
- In consultation with program faculty, oversee and facilitate subject tutoring services, including the recruitment, selection and training of peer tutors.
- Develop, implement and assess tutor training certification, ensuring tutoring services are meeting standards and are tied to student learning outcomes.
- Develop, deliver and evaluate proactive academic programming and academic skills and learning strategies workshops for students to best support their academic success.
- Serve as point of contact for academic success and learning assistance matters (i.e., academic performance, learning strategies, individualized academic support, etc.), and work one-on-one with students to help identify potential areas for improvement and/or address needs.

- Collaborate with

- Strong demonstration of experience in academic support services, including academic advising, academic development, academic coaching, case management, learning strategies, and tutoring services.
- Strong experience in developing, facilitating and assessing impactful academic learning and support programs and initiatives that meet needs of diverse learners.
- Strong demonstration and knowledge of student development learning theory and academic coaching and development strategies.
- Strong evidence of experience with budgetary and personnel responsibilities, strategic planning, data management and program development.
- Ability to analyze problem situations, identify feasible solutions, and present recommendations in a concise, logical and systematic manner-anticipating issues and the consequences of the decisions and actions.
- Demonstrated skill in leadership qualities, including motivation, supervision, delegation, planning, and assessment; strong skills in change management and strategic planning.
- Strong interpersonal and verbal communication skills
- Ability to develop and implement a comprehensive assessment plan for academic support to include analysis and interpretation of student retention and graduation data.
- Ability to train, mentor and effectively communicate with staff, faculty, and students at all levels.
- Demonstrated ability to work well with college students.
- Demonstrated ability to work with a racially and ethnically diverse student population.
- Demonstrated ability to communicate effectively with others, both orally and in writing.
- Evidence of commitment to professional growth and development in academic support.
- Demonstrated ability to work with computer-based systems and software.

**Preferred:** Knowledge of Peoplesoft; Bi-lingual (Spanish preferred).

**ENVI, 5116 Preferred:**