



Job Classification Description

DIRECTOR OF STUDENT ACADEMIC DEVELOPMENT/LSC

VSC UP – PAT Bargaining Unit

Grade 12

Exempt

BASIC FUNCTION

To provide academic support, development and enhancement to assist in retention, academic success and academic fulfillment and to focus special attention on students at risk, adult students, foreign students and students interested in overseas study.

DUTIES AND RESPONSIBILITIES

- Direct the activities of the writing center and work with faculty to develop programs for the center.
- Hire, train and supervise student writing assistants.
- Provide tutoring in English as a second language and instruction in basic writing within the VSC policy guidelines.
- Maintain contact with students to acquaint them with support services, comply with academic regulations and make academic progress and make appropriate referrals to other student advising services.
- Provide support services for students in the following categories:
Provisional acceptance, probation, mid-semester course failures, failure to pre-register and to coordinate the efforts of staff volunteers who assist with support activities.
- Work with Project Excel staff to coordinate student services.
- Administer the non-Excel student support budget.
- Communicate with the campus administration regarding student academic support needs.
- Collect and maintain information and materials for students interested in study abroad or student exchanges, including linking with foreign colleges and universities to facilitate international study opportunities for students.
- Provide information, material and support for multi-cultural students studying at Lyndon State College.
- Advise and support the Adult Learners Peer Support group and the International Club.
- Provide faculty and program support for summer credit offerings.

SUPERVISION RECEIVED

Minimal supervision is received from the Special Assistant to the President.

Director of Student Academic Development/LSC, continued

SUPERVISION EXERCISED

Functional and administrative supervision of up to twenty-five tutors and other student assistants.

MINIMUM QUALIFICATIONS

Bachelors degree in English or education with a masters degree desirable, plus at least two to three years experience in teaching or administration in academic support services or a combination of education and experience from which comparable knowledge and skills are acquired.

- Knowledge of academic environment and culture.
- Budget supervisory and administration skills.
- Knowledge and experience with English as a second language.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.