

POSITION ANNOUNCEMENT

Educational Supportive Services is seeking a full time Academic Services Coordinator to plan, implement, and evaluate learning activities for program participants. The person selected for this position should have knowledge of the principles of teaching/learning, theories of motivation, management of tutoring programs, academic advising, and supervision/training.

Please send letter of application, resume, and the names and contact information of three references to ESS Search Committee, 201 Holton Hall, Kansas State University, Manhattan, Kansas 66506. Position Description is available at www.ksu.edu/ess (see page 2 of this PDF) or upon request. Screening of applications begins July 11, 2008.

Kansas State University is an equal opportunity employer. Kansas State University actively seeks diversity among its employees.

**Academic Services Coordinator
Educational Supportive Services
Kansas State University
Position Description**

The Academic Services Coordinator (100%, 12 months) reports directly to the Director of ESS. This position is responsible for planning, implementing, and evaluating learning activities appropriate to the needs of the Educational Supportive Services students.

1. Coordinating, supervising, and evaluating a tutoring program for students being served by Educational Supportive Services.
2. Organizing, coordinating, and evaluating training sessions for ESS tutors.
3. Teaching courses in University Experience and The Academic Enrichment Program, and monitoring the participation of class members in structured study times.
4. Coordinating, supervising, and evaluating other learning enhancement activities in the Academic Services component deemed necessary to meet the needs of target students.
5. Developing good working relationships with academic faculty, department heads, and administrative personnel, for optimal functioning of the Academic Services component.
6. Contributing to a supportive and team-oriented environment.
7. Maintaining current records on all academic services, evaluating all academic activities, and preparing, on a timely basis, written reports that include information on the usage of tutoring services and the academic records of students served by the Academic Services component.
8. Representing ESS on university-wide committees.
9. Participating in professional development activities to enhance professional growth.
10. Assisting in preparing federal and university reports.
11. Providing academic counseling and referrals to appropriate resources.
12. Completing other duties related to ESS as assigned by the Director.

Qualifications: Masters degree in Education or related field required and experience in working with diverse populations. Preferred experience in supervision, training, academic advising, and teaching.

revised 4/22/08

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