

Academic Support Coordinators
Virginia Military Institute

Direct Link: <https://www.AcademicKeys.com/r?job=229513>

Downloaded On: May. 9, 2024 6:20am

Posted Jan. 25, 2024, set to expire May 28, 2024

Job Title Academic Support Coordinators
Department Miller Academic Center
<https://www.vmi.edu/academics/support/miller-academic-center/>
Institution Virginia Military Institute
24450, Virginia

Date Jan. 25, 2024
Posted

Application Open until filled
Deadline
Position Available Immediately
Start Date

Job Professional Staff
Categories

Academic Counseling Services
Field(s)
Student Services
Educational Services

Job <https://www.vmi.edu/about/offices-a-z/human-resources/jobs/all/job-openings/name-41533-en.p>
Website

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Job Description

The coordinators will be responsible for working with the Miller Academic Center Director and academic faculty to develop and deliver academic support programming to cadets. These are new full-time administrative and professional positions, available immediately.

Responsibilities/Duties

- Assist with planning and delivery of academic support programming
- Work closely with the Director to deliver skill-building programs for new cadets and those at-risk for academic probation or suspension, including Pell-eligible advisees.
- Meet regularly with cadets to help them build study and calendar management skills and to support cadet transition and success in a highly regulated environment.
- Monitor and evaluate academic support programming and peer-led activities.
- Work with faculty to develop targeted academic support programs.
- Assist with recruitment, hiring, and training of peer academic coaches and tutors.
- Maintain the Center's website and any social media pages.
- Other duties as assigned.

\$45,000- Commensurate with experience.

Minimum Qualifications:

- Bachelor's degree in education or related field.
- Professional experience teaching and/or coordinating academic coaching or supplemental instruction programs. Will consider related experience and training.
- Willingness to work occasional evenings and weekends.
- Excellent communication and critical thinking skills.
- Must be able to prioritize multiple projects.
- Must be able to work independently.
- Ability to handle and prioritize multiple tasks across the semester.
- Excellent organizational skills.
- Excellent critical thinking and communication skills.
- Previous data collection and analysis experience.

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Additional Qualifications:

- Master's Degree.
- Experience working with college athletes, tutors, and faculty.

A background check is required of selected candidate.

EEO/AA Policy

VMI is an Equal Opportunity Employer. In a continuing effort to enrich its academic environment and provide equal education and employment opportunities, VMI encourages women, minorities, disabled individuals, and veterans to apply. AmeriCorps, Peace Corps, and other national service alumni are also encouraged to apply.

VMI will provide reasonable accommodation to qualified individuals with documented disabilities to ensure equal access and equal opportunities with regard to employment, educational opportunities, programs and services

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Miller Academic Center
 Virginia Military Institute
 Virginia Military Institute
 24450, VA 24450

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