

Position: Academic Support Specialist	Position Number:
Department/Site: Academic Affairs	FLSA: Non-Exempt – (Classified CSEA)
Reports to: Director, dean or other administrator in assigned area	Salary Range: 34

DESCRIPTION:

Under supervision of the area administrator, this position supports students, faculty, and instruction in an academic learning environment. The Academic Support Specialist will be both a subject matter expert in a particular academic subject and also an expert in

- Assists students in selected subjects for remedial, supplemental, or enrichment purposes; observes progress of students and shares observations with instructors.
- Administers, proctors, and scores tests, quizzes, assignments, and assessments as appropriate and in accordance with established protocols and scales.
- Orients students to available programs, services, and learning resources.
- Researches best practices on teaching and learning and, in collaboration with instructors, prepares instructional, enrichment, and motivational materials.
- Strives to maximize self-reliance of students in activities utilizing accepted principles of learning theory and motivation.
- Maintains student records, monitors student progress and attendance; performs record-keeping activities.
- Provides individualized assistance in the completion and understanding of work assignments.
- Assigns work stations, folders, books, equipment, and materials to students according to established procedures.
- Works in collaboration with faculty and administrators to meet students' tutorial needs.
- Coordinates learning activities with the tutorial services coordinator and other appropriate instructional and student support personnel from throughout the college.
- Supports daily activities to ensure effective and efficient operations.
- Supports the development, analysis, and assessment of Student Learning Outcomes (SLOs) and Service Area Outcomes (SAOs) to ensure the measurement and improvement of program effectiveness (Program Planning and Assessment), and, in collaboration with supervisor, implements program modifications as necessary.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Best practices in serving the needs of adult and under-prepared students.
- Teaching and learning principles and practices.
- Computers and various application and instructional software programs, as well as other technologies applicable for use in college classes.
- Leadership and communication skills.
- Workshop organization and meeting facilitation practices.
- Community college-level subject content, especially in English, math, or ESL.

