Job Title: Academic Guidance Specialist
Department: Center for Personalized Instruction
Reports To: Director of Center for Personalized Instruction
Level: 6
Shift/Hours: 40 hours per week
Prepared Date: July 11, 2016

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Provides intrusive academic guidance to students participating in the SSS TRIO program.
2. Administers the basic skills test, non-cognitive factors questionnaire, and learning inventories for TRIO students followed by the development of individual plans of action to improve the academic skills and success of students.
3. Facilitates academic skill workshops and intrusive advising group sessions to TRIO participants.
4. Recruits, selects, and supervises the academic coaches and handles the timecards for student employees.
5. Coordinates the training and continuous development of coaching staff.
6. Maintains detailed student records in Blumen and other institutional databases.
7. Maintains rapport and communication with students and other student support services staff.
8. Assists the director in implementing and setting policies and works on monitoring and improving student performance and student services.
9. Develops methods to attract students to the program and develops strategies to keep students actively participating in the program.
10. Provides quantitative data on program for annual federal and institutional reports.
11. Acts as liaison between TRIO and faculty and campus community.
12. Serves on assigned institutional standing committees and taskforce in advocating for TRIO students.
13. Serves as co-advisor for TRIO student organizations.
14. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities may include interviewing, hiring and training; planning, assigning and directing work; addressing complaints and resolving problems.

QUALIFICATIONS
The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
Bachelor’s degree in education, social work, or counseling and/or related field required. Master’s degree in student affairs administration preferred. Experience working with low-income, first-generation students as well as students with disabilities is preferred. Working knowledge of Microsoft office required.

TO APPLY
Please complete the application at http://www.madonna.edu/resources/human-resources. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY
A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.