Barton County Community College
Job Description

*Position Title: Director of Student Academic Development	Prepared On: March 21, 2019

Department: Instruction	*Grade: 11
Reports to: Vice President of Instruction	*Classification: Exempt
Supervises: 0 Direct 0 Indirect	Effective Date: August 1, 2019
Approved by: JH	Revised Date:

Role: The Director of Student Academic Development serves to direct academic counseling, student coaching, academic data management, communication specific to student academic progress, and advocacy to increase (or support) student academic success. Areas of focus include integrity, leadership, risk assessment, study skills, life skills, college policies, athletic compliance, retention, graduation, transferability and representation.

Major Duties and Responsibilities:

% of Time	Major Duties and Responsibilities (greatest in importance)	(E) Essential or (N) Nonessential
20	Identify, develop, and coordinate programming designed to address student learning and academic development needs.	(E) Essential
15	Facilitate communication among instruction, student services, and key stakeholders, i.e. faculty , staff, coaches, and advisors.	(E) Essential
15	Assess student needs and provide targeted guidance to students managing the demands of college; identify strategies, goals, referrals, and processes to achieve academic success.	(E) Essential
15	Monitor academic progress of the students specific to retention, graduation, eligibility, and transferability.	(E) Essential
15	Supervise study halls as applicable; coordinate mentoring initiatives.	(E) Essential
10	Serve as a a liaison and advocate for students throughout the institution.	(E) Essential
5	Identify and manage a programming budget.	(E) Essential
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5	Performs other duties as needed or assigned.	(N) Nonessential

100% (Percent of time must total 100 %.)

Expectations:

1.	Exhibit ability to successfully work with a diverse population.
2.	Initiate and maintain collaborative working relationships.
3.	Demonstrate commitment to ethical standards, personal integrity and confidentiality.
4.	Display professionalism.

Knowledge and Skills:

*Experience:	Two years to five years of similar or related experience.
*Education:	A Master's degree.
*Interpersonal Skills:	A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or can be of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas or services to others.
Other Skills:	Experience in a post-secondary setting; community college experience preferred. Effective interpersonal, written and oral communication skills with strong organizational and leadership abilities.

Physical Safety/Working Environment:

*Physical Safety:	The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, carrying of light items, driving an automobile, etc. No special physical demands are required to perform the work.
*Working Environment:	☒Regular exposure to favorable conditions such as those found in a normal office or classroom. ☐Occasional exposure to objectionable conditions or variations such as those found in variable weather conditions or light industrial settings. Regular exposure to unfavorable environments such as: 　　☐weather

	☐ body fluids ☐ toxic laboratory ☐ industrial chemicals ☐ confined locations ☐ dirty and noisy locations Employees may be required to use personal protective equipment such as masks, coats, gowns, boots, goggles, gloves, or shields.

*Information copied from the results of the Compease Salary Administration software.

This Job Description is not a complete statement of all duties and responsibilities comprising this position.