**岗位说明书——学生学术支持中心副主任**

所属部门：学生学术支持中心 汇报机制: 学生事务副校长

**岗位职责：**

1. 负责温肯学生学术支持服务项目的战略规划和行政领导工作，包括监督这些服务项目的工作实施和发展；
2. 协调、发展和评估不同学术支持服务项目的效力（如：学业预警学生的支持项目、早期预警系统等）；
3. 为以需求、评估、工具和程序为基础的学生学业干预制定个体化学术支持计划。通过早期预警报告、期中学术报告和学期成绩报告监督学生学习进度；
4. 与学校各部门建立和保持密切工作关系，特别是学院、心理咨询中心、英语语言中心、教务部、学生事务部、融合服务办公室、评估办公室以及外教。充分利用美国肯恩大学相同功能领域的资源；
5. 参与学生行为关怀团队的工作；
6. 推广辅导、补救教学和辅助教学的教学重点，对学生学业成功的早期干预，以及以最佳实践为基础的课外学业辅助活动；
7. 监督其职权范围内的所有项目预算、招聘需求、员工发展等，并根据办公室战略规划和相关评估计划，为年度绩效报告提供详细的数据分析和定性评估投入；
8. 参与委员会、项目、培训和评估，以此为学校发展做贡献；
9. 开发电子技术资源，以增强学生支持服务部及其效力；
10. 担任申诉委员会成员，并向副校长、院长及其他校领导提供学生支持相关事宜的建议。

**聘任条件：**

**必备条件：**

1. 博士学位或者具有副高级职称，教育、高等教育管理、教育心理学、社会工作等相关专业；年龄不大于45周岁。
2. 3年以上高校工作经验；
3. 制定和实施学术支持服务工作经验；
4. 优秀的中英语口头及书面表达能力；
5. 工作细致，客户至上，能独立工作，能承受工作压力，以及在限期内完成任务的能力
6. 办公室软件操作能力；
7. 处理压力和严守工作机密的能力。

**优先条件：**

1. 中外合作办学大学或项目学术咨询工作的经验；
2. 有与目标学生工作的经验；
3. 高校相关管理工作经验。

**Job Description – Associate Director for the Student Academic Support Service Center**

Department: Student Academic Support Service Center Report to: Vice-chancellor for Student Affairs

**Responsibilities:**

1. Be responsible for strategic and administrative leadership for Student Support Services at WKU, including oversight of the implementation and development of such services.
2. Coordinate, develop, and assess effectiveness of different programs falling into this portfolio (e.g., remedial academic services for students on probation; Early Alert system; etc.).
3. Develop and prescribe individual academic support plans for interventions based on needs assessments tools and procedures, and academic success plans for students eligible for special support towards academic excellence. Monitor academic progress of students through early alert reporting, mid-semester academic reporting, and semester grade reporting.
4. Work towards maintaining and building close working relations with the university community, especially Colleges, Counseling Center, English Language Center, Registrar’s Office, Student Affairs, Office of Accessibility Services, Institutional Assessment, as well as with faculty. This extends to an expectation for leveraging resources at the Kean US campus dedicated to the same functional areas.
5. Promote a strong academic focus for tutoring, remedial and supplemental instruction, and early intervention for student success, and co-curricular activities based on best practices.
6. Oversee all aspects of the program budgets in his/her purview, hiring needs, staff development etc., and provide detailed data analysis and qualitative evaluation input to the Annual Performance Report, based on an office strategic plan and a related assessment plan.
7. Contribute to the university through involvement in committees and projects, training, and assessment.
8. Explore electronic and technology resources to enhance Student Support Services and their effectiveness.
9. Serve as member of Dismissal Appeals Committee and provide recommendations to Vice Chancellor, Deans, and other university leadership on matters relating to Student Support.

**Qualification:**

**Required:**

1. Earned doctoral degree or has associate senior professional title, major in Education, Higher Education Administration, Educational Psychology, Social Work or related field. Under the age of 45.
2. At least 3 years’ work experience in higher education.
3. Experience with developing and implementing academic support services.
4. Excellent verbal and written communication skills in English and Chinese.
5. Demonstrated evidence of detail-orientation, customer service orientation, ability to work independently, and ability to work under pressure and meet deadlines.
6. MS Office skills.
7. Ability to handle stressful situations and maintain confidentiality.

**Preferred:**

1. Advising experience in a joint venture university or Sino-foreign projects.
2. Experience working with target population students.
3. Management experience in higher education.