

Coordinator Academic Center for Excellence

DEPARTMENT: Academic Center for Excellence

Employment Detail: Permanent, Full-Time

Applications received by August 4, 2017 will be guaranteed full review and consideration.

Applications received after that date may be considered until an adequate applicant pool has been established.

DUTIES:

The Coordinator, Academic Center for Excellence(ACE) will recruit, hire, schedule, train and evaluate undergraduate staff, manage and teach MT1016- College Success course, develop and present student success workshops/presentations, and advise at-risk students and incoming freshman within the College of Letters, Science, and Professional Studies.

The coordinator will also:

- Manage ACE budget for payroll and purchasing
- Develop collaborative relationships with academic advising, student services, career services; make appropriate referrals to other campus resources as needed.
- Maintain appropriate and accurate student records.
- Analyze data, generate periodic reports (monthly, semester, annual)
- Assist in developing and implementing advising unit goals and strategies
- Participate in program assessment
- Attend various university meetings and serve on various committees
- Other duties as assigned by the Associate Vice Chancellor of Enrollment Management

REQUIRED QUALIFICATIONS:

- Master's degree
- Two years teaching experience in higher education
- Two years' experience in a tutoring and/or advising center

REQUIRED SKILLS:

- Excellent interpersonal, written and verbal skills and the ability to work with diverse populations.
- Knowledge of Microsoft suite (Word, Excel, and PowerPoint) and working with databases
- Experience in managing academic caseloads including documentation of records, communication with students, ability to problem solve, and make appropriate referrals.
- Demonstrated knowledge of undergraduate academic advising and student development theory.
- a high degree of initiative and ability to work without constant supervision
- Excellent accuracy, attention to detail, organizational, and self-management skills while working in a fast-paced environment.

PREFERRED QUALIFICATIONS:

- Working knowledge of Banner and Tutortrac
- Understanding of FERPA confidentiality practices and an ability to be sensitive to the educational needs of a variety of students.
- Experience in developing first-year experience (FYE) curriculum

To apply, please submit the following items:

1)Letter of application, 2) Resume', 3)Name and contact information for 3 professional references

The items listed above should be sent or e-mailed to:

Montana Tech Human Resources, 1300 West Park Street, Butte, MT 59701

e-mail: HumanResources@mtech.edu Phone: 406-496-4380 Fax: 406-496-4387

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Any offer of employment is contingent upon a satisfactory criminal background check.