

Georgia Tech's Office of Undergraduate Education (OUE) invites applications and nominations for the position of Director of the Center for Academic Success, a non-tenure track academic faculty position. Georgia Tech is one of the nation's premiere research universities, consistently ranking among *U.S. News & World Report's* Top Ten public universities.

The Center for Academic Success (CAS) oversees academic support and intervention programs, including tutoring, supplemental instruction, academic coaching, student success workshops as well as undergraduate student retention initiatives related to Complete College Georgia. The Center is physically located in the G. Wayne Clough Undergraduate Learning Commons ("Clough Commons"), a 220,000 square foot building that is devoted entirely to undergraduate teaching and learning.

Responsibilities

Reporting to the Vice Provost for Undergraduate Education (VPUE), the Director will oversee a comprehensive academic support unit. S/he will have the primary responsibility for designing, leading, and assessing programs and services that support student learning (primarily in STEM courses) as well as those that enhance the retention and persistence of students as they progress successfully towards graduation. Specific responsibilities include, but are not limited to:

- (1) Develop and implement a comprehensive strategic plan for CAS's academic support and intervention programs.
- (2) Supervise academic support and intervention programs, including 1-to-1 Tutoring, Clough Commons Tutoring, Supplemental Instruction (known as PLUS, Peer-Led Undergraduate Study), Academic Coaching, Student Success Workshops GT2100: Seminar on Student Success, and Tech Prep; supervise all academic support programming and tutoring operations.
- (3) Provide leadership for academic support efforts in Clough Commons and campuswide. Efforts include serving on Clough Commons programming and operations committees and interacting closely with academic units that offer tutorial services in Clough. Chair the "Tutoring Partners" committee and convene regular meetings to discuss tutoring and academic support programming in Clough.
- (4) Develop and implement initiatives that support Complete College Georgia (CCG), particularly programs that provide intervention for students "at risk" or "off course" for degree completion. Serve on the CCG-GT Steering Committee and have a "dotted line" reporting line to the Associate Vice Provost for Undergraduate Education for the implementation of components of Tech's Complete College Georgia plan, including developing a campus model for "at risk" or "off course" student intervention and coordinating with academic departments, enrollment services, and other units.
- (5) Teach at least one section of GT 2100 (or equivalent course) each academic year
- (6) Depending on academic qualifications and departmental interest and approval, may teach an undergraduate course in his/her academic field (no more than one course per academic year)
- (7) Develop and manage unit budget; ensure compliance with all relevant Institute and OUE policies and procedures.
- (8) Oversee assessment and program data collection and management and ensure compliance with Institute policies and other regulations (*e.g.*, FERPA); prepare annual and assessment reports.
- (9) Supervise professional and administrative staff, which currently an Associate Director, Assistant Director, Academic Support Coordinator, Academic Coaching Coordinator, Administrative Professional III, and Administrative Professional I. Supervise a large student employee staff, including student assistants, tutors, and PLUS leaders.
- (10) Coordinate Georgia Tech's Learning Support (LS) curriculum and courses and serve as the liaison to the Georgia Tech Athletic Association (GTAA) and USG committees on topics of learning support.
- (11) Serve as a member of the Vice Provost for Undergraduate Education's leadership team

- (12) Consult with faculty, administrators, and campus partners regarding academic advising and academic support issues.
- (13) Perform other duties as assigned in support of the Office of Undergraduate Education or the Office of the Provost.

Required Credentials and Experience

The minimum requirements for this position include:

- an educational background that includes an advanced degree in a STEM field. This may include one of the following options: an earned doctorate in a STEM field; an earned doctorate in a STEM education field such as science education, chemical education, physics education; or an earned doctorate in education, higher education, educational psychology, cognitive psychology, counseling, or a related field with a Masters degree in a STEM field.
- at least 5 years of professional experience in a university or related setting in higher education, preferably managing and delivering academic support programs that support STEM courses
- experience with budget development and management
- experience with supervision and development of professional staff
- strong written and verbal communication skills
- evidence of the ability to collaborate effectively with faculty, students, and administrators
- demonstrated understanding of current literature on learning theory, student retention, and academic support- particularly as they relate to undergraduate STEM education
- experience with program evaluation and assessment (including proficiency with databases, spreadsheets, and software related to student advising/retention/tracking)
- undergraduate teaching experience (ideally in a STEM field) is preferable

To Apply

Applications will be accepted until the position is filled. To receive full consideration, please submit an application by **September 1, 2015**. The anticipated start date is January 1, 2016 but this date is negotiable and an earlier start date is possible. To apply, email a cover letter that addresses qualifications for this position; a resume/vita; and the names, titles, and contact information (email, phone) for four professional references (references will not be contacted without prior notification) in a **single MS Word or PDF file** to provost-hr@gatech.edu (make sure to reference the position title in your email's subject line). Selection process will include passing a pre-employment background screening.

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