



Job Description

Position Title	Manager, Educational Help, Services and Academic Support Center
Job Grade	M 5
Department	Office of Academic Performance
Reporting To	Director, Academic Performance
Date	December, 2016
Type of Position	Full Time

POSITION DESCRIPTION

Manager, Educational Help, Services and Academic Support Center will be responsible for overseeing the department's daily operations, managing professional Full Time and student Part Time staff, and developing supplementary programs that support student academic growth and achievement at the tertiary level.

DUTIES AND RESPONSIBILITIES

- ✓ Managing daily operations of Educational Help, Services and Academic Support Center
- ✓ Developing and implementing learning support programs.
- ✓ Coordinating programmatically with academic stakeholders like faculty, Writing Center staff, Career Center, Student Life, etc.
- ✓ Assisting in the development and implementation of the Habib Summer Program for Language, Arts, Sciences and Humanities.
- ✓ Hiring, training, scheduling and supporting student peer tutors.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ M.A./M.S. in Education or related field ✓ Liberal arts background preferred
Required Experience	✓ Supervisory experience preferred ✓ Experience designing/running short educational programs or workshops

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Fluency in written and spoken English	High
2.	Organizational skills/Time-management	Medium
3.	Self-starter	Medium