Overview of the Position
The Assistant Director of Academic Enrichment within Student Success at Purdue is responsible for managing online tutoring (TMS) and academic coaching services (OMS). The person will also be responsible for maintaining up-to-date academic resources and literature on study skills strategies and academic success tips. The Assistant Director will provide learning support opportunities to students within assigned target group(s) through directing workshops designed to help them excel in their academic endeavors. In addition, this position advises the Academic Student Board (ASB). The Assistant Director will participate in a rotating on-call system to provide walk-in and referred student consultations including but not limited to: tutoring resources, study skills strategies, facilitating faculty interaction, and academic coaching. The salary is $38,000 with a generous benefits package.

About Purdue University
Purdue University is a public, land-grant and research university with an enrollment of over 40,000 students. It is situated in beautiful West Lafayette, Indiana, conveniently located 1 hour North of Indianapolis and 2 hours South of Chicago. This vibrant college town offers Purdue employees lots of great restaurants, outdoor opportunities, major college athletics, a lively arts and culture scene, and a low cost of living.

Duties and Responsibilities
- Coordinate and implement a highly engaging tutor support system and e-coaching service to assist students with success in difficulty courses (35%)
- Plan and design academic support workshops (20%)
- Maintain up-to-date literature and resources to help students with study skills and overall success (15%)
- Advise the Student Advisory Board (10%)
- Provide academic coaching to walk-in and referral students (5%)
- Facilitate the creation of formal study group opportunities (5%)
- Assess programs' effectiveness relative to goals and results (5%)
- Perform other related duties as assigned (5%)

Qualifications
Minimum Qualifications: Bachelor’s degree in education, counseling, or relevant discipline is required. Experience in advising and/or teaching, preferably at the college level, is needed to deal effectively with students in individual and group situations. Strong written and oral communication skills are needed to be an effective representative of the department to students, parents, faculty, and the general public. Ability to work with students, faculty, and staff from diverse backgrounds is required. Experience working in an office setting that includes customer/client services, data collection and reporting is required.

Preferred Qualifications: Master’s degree in Higher Education or Student Affairs. Prior experience in a higher education setting. Experience in managing a web site and/or tutoring or classroom teaching experience.

Application Procedure, Deadline, and Preferred Start Date
Expected start date is June 2013. For consideration submit resume and apply online at: www.purdue.edu/careers and reference Job Number 1300164. Questions regarding the position can be directed to Antwione Haywood at haywood@purdue.edu. Purdue University is an equal access/equal opportunity/affirmative action employer fully committed to achieving a diverse workforce.