JOIN OUR TEAM

Program Coordinator Position Guide

PURDUE UNIVERSITY
## CONTENTS

<table>
<thead>
<tr>
<th>Position Description</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Overview</td>
<td></td>
</tr>
<tr>
<td>Duties and Responsibilities</td>
<td></td>
</tr>
<tr>
<td>Qualifications</td>
<td></td>
</tr>
<tr>
<td>Application Procedures and Information</td>
<td></td>
</tr>
<tr>
<td>Compensation and Benefits</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>About Us</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explore the Community</td>
<td></td>
</tr>
<tr>
<td>About the ASC</td>
<td></td>
</tr>
<tr>
<td>About Student Success Programs</td>
<td></td>
</tr>
<tr>
<td>About Purdue University</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Who We Are</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASC Values</td>
<td></td>
</tr>
<tr>
<td>Professional Staff Core Competencies</td>
<td></td>
</tr>
<tr>
<td>Student Leader Core Competencies</td>
<td></td>
</tr>
<tr>
<td>Our Team</td>
<td></td>
</tr>
</tbody>
</table>
OVERVIEW OF THE POSITION

Purdue University is seeking an enthusiastic student affairs and learning assistance professional to join the Academic Success Center team in supporting students and their academic goals. The program coordinator is charged with collaborating with the amazing Supplemental Instruction (SI) staff (the senior assistant director, another program coordinator, graduate assistant, and senior student leaders) to plan and execute the daily operations of our peer-led study session program. This includes recruiting students, training and developing student leaders, and organizing program logistics. Additionally, this position will work with the ASC team to assist in general responsibilities of the ASC, which may include teaching a 1-credit study skills course, supporting the efforts of the other ASC programs and services, and supporting collateral projects for ASC graduate assistants (GA).

DUTIES AND RESPONSIBILITIES

• Develop assigned programmatic area (Supplemental Instruction) to provide students with a variety of opportunities to enhance their academic success strategies and skills. Including, but not limited to:
  • student recruitment and selection
  • training and curriculum development
  • supervision of Supplemental Instruction leaders
  • session scheduling and management
  • session observations
  • attendance and documentation tracking
• Contribute to ASC general responsibilities including: teaching a 1 credit study skills course; providing academic consultations for students; supporting collateral projects for ASC GAs
• Assist ASC leadership in planning and executing tasks including: provide targeted academic support; promote academic success through strategic use of resources;
collaborate with campus partners to strengthen efforts; contribute to GA training and development; and support efforts of Student Success Programs.

**QUALIFICATIONS**

**Education**
- Required: Bachelor's Degree
- Preferred: Master's Degree in higher education administration, college student affairs, counseling, education or other relevant discipline

**Experience**
- Required: 2 years of experience in areas of advising, teaching, academic coaching, and/or other forms of academic assistance, student support, and program development (*consideration will be given to two years of undergraduate or graduate work in these same areas*)
- Preferred: Experience in higher education
- Preferred: Prior training/certification in Supplemental Instruction

**Required Knowledge, Skills, and Abilities**
- Strong verbal, written, and interpersonal communication skills
- Ability to facilitate student learning in individual, small group, classroom, and virtual settings
- Ability to represent the values of the ASC, Student Success Programs, and university to internal and external stakeholders
- Ability to work independently and as part of team
- Understanding of and appreciation for inclusion, including ability to work with students, faculty, and staff from diverse backgrounds and identities
- Ability to think quickly and creatively in problem-solving and planning
- Ability to work some nights and weekends that are occasionally required
APPLICATION PROCEDURES AND INFORMATION
All applicants must apply online.

External Applicants: Click here to Apply

Internal Applicants: Click here to Apply or visit SuccessFactors

To be considered, submit a cover letter addressing your interest and experience in supporting college students’ academic and holistic success, including a commitment to diversity, equity, and inclusion.

Timeline
The review of applications will begin in mid-November. After initial review, the search committee will select and invite candidates for first round interviews conducted through web video conferencing. Second round interviews will be conducted for selected candidates (as needed). Finalists will be invited to a final interview designed to meet the goals of a traditional on-campus interview while also adhering to the university, local, and state guidelines around health and safety at the time of interviewing. The position is available for immediate hire, though the start date is negotiable.

Questions regarding the position or process can be directed to Katie Dufault at kdufault@purdue.edu. Purdue University is an equal access / equal opportunity / affirmative action employer fully committed to achieving a diverse workforce.

COMPENSATION AND BENEFITS
• Salary: $40,000
• Comprehensive Benefits package - click here to learn more
• Professional Development opportunities, support, and funding at the local, regional, and national level
EXPLOR
the Greater Lafayette Community

We asked our department colleagues, "What do you enjoy about the Greater Lafayette community?"

"The three different Farmer's Markets make it easy to gather fresh produce, plants, or enjoy a yummy lunch"

"Getting outside and all of the parks - Happy Hollow Park, Prophetstown State Park, Celery Bog, Columbian Park, and the Dog Park!"

"PURDUE CONVOCATIONS PERFORMANCES. THEY BRING IN SO MANY GREAT SHOWS"

"Star City Coffee is my weekend happy place"

"There are so many festivals and events here in town. I like the Starry Night Music & Arts Festival and the Taste of Tippecanoe the best!"

"Purdue Athletic events, especially again Big10 rivals! BOILER UP! And the Grand Prix with the student-built karts held in April."

Click here to find out more about our community!
ABOUT US

ASC MISSION
Through partnership with the Purdue community, the Academic Success Center (ASC) provides undergraduate students with both credit and noncredit opportunities to develop students’ transferable academic skills, enhance learning, increase retention, and improve overall student success at multiple stages of their academic journey.

ASC VISION
The ASC aspires to provide all undergraduate students with services and opportunities to define and develop strategies to reach their full potential. Driven by a focus on students, the ASC partners with the campus community to facilitate a culture of academic confidence, tenacity, and, ultimately, success.

ASC PROGRAMS AND SERVICES
The Academic Success Center provides free services that support students’ learning with a focus on the process strategies and skills that support the content expertise provided in the classroom.

- **Academic Consultations** are individual meetings that provide students with tailored support on study strategies, time management, test-taking strategies, and other academic success topics. These 1-on-1 meetings are with a staff member and require an appointment. Participating students may voluntarily seek support or may be required by an academic program or campus office to meet with an academic consultant.

- **Peer Success Coaching program (PSC)** offers students additional support, campus resources and connections, and accountability as they work toward academic, social, and/or personal goals. Trained peer leaders work 1-on-1 with students to develop strategies, skills, and solutions as they aim for their definition of success.

- **Supplemental Instruction program (SI)** provides students with interactive, peer-led study sessions for traditionally challenging courses. The trained SI leader facilitates group activities that engage students in critically thinking about the course material, applying the concepts, and learning transferable study skills. For Spring 2020, SI is linked with 30 courses and has more than 45 leaders hosting a total of 90+ sessions each week.
Study Skills Course- GS 29001 is a one-credit hour, first 8 weeks course that focuses on discussing and applying effective academic strategies including goal setting, time management, and study skills.

Workshops provide an interactive environment for small to large groups of students to identify and practice strategies for effective studying and learning, including time management, overcoming procrastination, and effective studying. In addition to our open series of workshops, student organizations or instructors can request a workshop for their group.

Test Drive is a large-scale workshop that offers students in select high-enrollment, first-year chemistry, math, and biology courses the opportunity to take a mock exam in the Elliott Hall of Music environment. The program was started in 2017 to help address a common concern brought up by first-year students – they felt unprepared for their first round of exams due to how intimidating Elliott Hall of Music is as an exam setting.

Online Resources are available for students and the campus community through the ASC website, and include success strategy handouts, a GPA calculator, and a searchable database of course-specific help rooms and tutoring programs offered across campus.

ABOUT STUDENT SUCCESS PROGRAMS

A unit of the Office of the Provost, Student Success Programs empowers students to embrace a sense of lifelong learning by providing nationally-recognized, student-centered, college success initiatives, services and resources. The department’s various interconnected units assist students in progressive stages of development; and have as their ultimate goal an increased rate of student degree completion, future employment or study, dedicated citizenship, and responsible leadership in the state, nation, and world.

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 cultural scene, and low cost of living.

Learn about Purdue's response to COVID-19, the Protect Purdue Plan, online at protect.purdue.edu.
WHO WE ARE

ASC VALUES

Collaboration + Interdependence
Innovation | Reflection | Growth
Fun
Intentionality + Purpose
Empowering Students

PROFESSIONAL STAFF CORE COMPETENCIES

Problem-Solving
Self-Awareness + Development
Productive Relationships
Inclusion
Effective Communication

STUDENT LEADER CORE COMPETENCIES

Reflective Problem-Solving
Professionalism
Initiative
Inclusion
Effective Communication
Our Team

Katie Dufault  
she/her/hers  
Director

Karen Jacobsen  
she/her/hers  
Senior Assistant Director

Mary Kirk  
she/her/hers  
Assistant Director

Joanna Cardarelli  
she/her/hers  
Program Coordinator - Outreach

Kendra Coons  
she/her/hers  
Program Coordinator - SI

Jannuel Cabrera  
he/him/his  
Graduate Assistant

Laurie Sites  
she/her/hers  
Graduate Assistant

Marquetta Strait  
she/her/hers  
Graduate Assistant

Sierra Longmire  
she/her/hers  
Graduate Assistant

Temi Adeoye  
she/her/hers  
Graduate Assistant
HAVE ANY QUESTIONS?

purdue.edu/asc
academicsuccess@purdue.edu

@purdueasc