

ACADEMIC SERVICES ASSISTANT

JOB SUMMARY

The Academic Services Assistant provides support in the Academic Services office in recruiting, hiring, training, and supervising all tutors, note takers, and office personnel. The Academic Services Assistant also manages the Testing Center. This is a highly collaborative position working with Student Success Center and Jones Learning Center staff, and with faculty.

DUTIES AND RESPONSIBILITIES

- Assist with the responsibilities of the Academic Services Coordinator to include the following:
 - Assist with supervising peer tutors, note takers, and office personnel
 - Assist with maintaining an accurate record keeping system of all learning center students' tutor sessions and notes received
 - Maintain and complete monthly usage reports to distribute to the coordinators
 - Maintain and complete a "no-show" report to distribute to the coordinators
 - Other duties as requested
- Supervise receiving and distribution of digital notes
 - Train new note-takers
 - Monitor and evaluate quality of notes
 - Supervise scanning of notes and access for students
- Coordinate all testing center activities
 - Schedule, administer, and monitor course exams for JLC program, including creating and distributing a daily exam schedule
 - Schedule, administer, and monitor course exams within the testing center for the campus population, as requested by faculty
 - Coordinate with TRIO staff for receipt of necessary exams
 - Develop JLC class roster and finals schedule each semester for exam tracking
 - Facilitate communication with faculty regarding non-JLC testing services
 - Maintain master list of testing

SKILLS AND ABILITIES:

- Experience working with Microsoft Office Suite and the ability to learn new programs
- Excellent organizational ability, high level of accuracy, attention to detail
- Effective communication skills
- Able to prioritize and manage multiple tasks simultaneously and with minimal supervision.
- Enjoy working with college students

QUALIFICATIONS:

- High school diploma
- Strong organizational skills
- Ability to work effectively as part of a team

ABOUT UNIVERSITY OF THE OZARKS

Ranked in the Top 10 of Southern region comprehensive baccalaureate institutions by U. S. News & World Report, University of the Ozarks is a Presbyterian-related institution that blends the liberal arts and professional preparation in a student-centered environment emphasizing quality teaching and student learning. The University serves approximately 800 undergraduate students on a beautiful campus in Clarksville, Arkansas, located along Interstate-40 approximately 90 miles northwest of Little Rock, and nestled between the Arkansas River and the Ozark Mountains. The University serves students from diverse religious, cultural, educational and economic backgrounds and welcomes students from throughout the U.S. and from more than 20 countries around the world. Knowing that diversity contributes to academic excellence and rich and rewarding communities, Ozarks is committed to recruiting and retaining a diverse faculty, staff and student body. The University is especially interested in applicants with diverse backgrounds and experiences and those with a successful record of teaching and working with diverse students, including historically underrepresented minority students and other underserved populations. Recent campaigns have enhanced facilities, academic programs and other campus initiatives. For more information about University of the Ozarks, visit www.ozarks.edu.

APPLICATION PROCEDURES

Review of applications will begin immediately and will continue until the search is completed. Please send a letter of interest, resume; and contact information for three references to: humanresources@ozarks.edu