

## ACADEMIC SUPPORT SPECIALIST

### JOB SUMMARY

The Academic Support Specialist has dual responsibility to the Jones Learning Center and the Student Success Center. This position provides group and individual educational support services to students in the JLC with an emphasis on writing support. In addition to providing one-on-one writing assistance to students enrolled in the TRIO program, the specialist will be available to provide workshops on topics such as time management, writing styles, grammar, effective editing, and research methods. Depending upon need, the Academic Support Specialist may also serve as a member of the Ozarks First Year Experience team, which supports first-year student success by instructing the Ozarks Seminar course. This is a nine-month, full-time, professional staff position. Some evening hours may be required.

### DUTIES AND RESPONSIBILITIES

- Provide both JLC and SSS labs and individual academic assistance sessions for courses offered at the university.
- Establishing and maintaining meeting times for each assigned student.
- Assisting students with organization and planning.
- Communicate with JLC coordinators and SSS staff regarding the needs of students.
- Maintain accurate daily documentation of each student who uses these services.
- Assist students with a wide variety of writing assignments, including research papers.
- Monitor or administer classroom exams individually or in small groups.
- Serving as a member of the University's early alert intervention team.
- Serve on campus-wide committees as requested.
- Actively participate in a variety of JLC, SSS, and campus-wide activities.
- Demonstrate proficiency in current assistive technology programs and the ability to teach students how to use this technology.
- Other duties as assigned.

### SKILLS AND ABILITIES:

- Knowledge and understanding of individuals with learning disabilities, attention deficit/hyperactivity disorder, and autism spectrum disorder.
- Excellent writing and grammar skills and the ability to effectively teach these skills to students with disabilities.
- Enjoy working with college students.
- Excellent organizational ability, high level of accuracy, attention to detail.
- Excellent communication skills.
- Ability to prioritize and manage multiple tasks simultaneously and with minimal supervision.
- Experience working with Microsoft Office Suite.
- Willingness to work evenings and weekends as required.

**QUALIFICATIONS:**

- Bachelor's degree in English, education, or a related field
- Demonstrated knowledge and experience in working with students with learning disabilities, attention deficit/hyperactivity disorder, and autism spectrum disorder.
- Exceptional writing proficiency and the ability to guide college students with disabilities through the writing process.

**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](http://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](mailto:humanresources@ozarks.edu)