

ACADEMIC SUPPORT COORDINATOR-JONES LEARNING CENTER

SUMMARY

The Jones Learning Center (JLC) is a comprehensive support program at University of the Ozarks designed to serve students with documented learning disabilities, AD/HD, or autism spectrum disorder who can think critically, but need additional support to demonstrate their knowledge in a traditional academic environment. The Academic Support Coordinator position serves as a key component of the JLC team by providing daily individualized support for each assigned student in areas such as time and task management, academic assistance, personal growth/self-advocacy, and coordination of other support services such as peer tutoring, writing assistance, and testing accommodations. The Academic Support Coordinator also serves as a member of the Ozarks First Year Experience team, which supports first-year student success.

DUTIES AND RESPONSIBILITIES

- Establishing and maintaining daily meeting times for each assigned JLC student.
- Assisting students with time and task organization and planning.
- Providing academic assistance for each student including study skill instruction and academic coaching.
- Communicating with peer tutors regarding each student's needs and making changes as needed.
- Individually administering, monitoring, or requesting an appropriate monitor for all course exams taken in the JLC.
- Assisting students in utilizing current technology programs as needed to provide accommodations.
- Monitoring JLC students' academic progress, class attendance, and tutorial attendance as reported.
- Assisting in the development and facilitation of the Ozarks First Year Experience program, including serving as the instructor of the Ozarks Seminar course and the success coach/academic advisor for first-year students enrolled in the assigned OS section.
- Serving as a member of the University's alert intervention team.
- Reporting to the director of the learning center any significant concerns with an assigned student.
- Documenting activities with students during coordinator/student appointments.
- Designing and implementing academic and/or behavioral interventions for students, as needed, in consultation with other team members.
- Participating in a variety of campus and JLC activities.
- Performing other duties as requested.

SKILLS AND ABILITIES

- Knowledge and understanding of individuals with learning disabilities, attention deficit/hyperactivity disorder, and autism spectrum disorder.
- Excellent organizational ability, high level of accuracy, attention to detail.
- Ability to model and teach organizational skills to students.
- Strong computer skills, including knowledge of and ability to teach students to use speech-to-text and computer reading programs.
- Strong interpersonal and communication skills, including both written and oral.

- Ability to work in a fast-paced environment with many interruptions and frequent new challenges.
- Able to prioritize and manage multiple tasks simultaneously and with minimal supervision.
- Enjoy working with college students.
- Experience working with Microsoft Office Suite.
- Work evenings and weekends as required.

QUALIFICATIONS

- Master's degree in special education, education, learning disabilities, or a related field, preferred.
- Demonstrated knowledge and experience in working with students with learning disabilities, attention deficit/hyperactivity disorder, and autism spectrum disorder.

University of the Ozarks reserves the right to consider an equivalent combination of education, training, and/or experience necessary to perform successfully the major duties and responsibilities of the position.

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 application; resume; and three current references to: humanresources@ozarks.edu