



Job Classification Description

ASSISTANT DIRECTOR, ACADEMIC SUPPORT SERVICES/JSC Grade 13
VSC UP PAT Bargaining Unit Exempt

BASIC FUNCTION

To assist the Director of Academic Support Services in administering a wide range of student support programs, including program development, staff training and development, program maintenance and improvement, and administering the federal

- Manage the department's technology including maintaining hardware, installing software, troubleshooting, researching new resources and managing the website.
- Oversee the career development program for Transitions and TRIO students, including administering relevant inventories and providing information on making the transition from college to graduate school and work.
- Work with other staff planning the summer Transitions program, advising undecided students and monitoring students on probation.
- Speak to classes about study skills and Academic Support Services.
- Serve on the Liberal Arts Program Committee.
- All other duties as assigned.

SUPERVISION RECEIVED

June 12, 2008