



UNIVERSITY
OF
LOUISIANA
L a f a y e t t e

Staff Vacancy

Position: Learning Resources and Transfer Specialist **EEO No.** AA 9-11

Responsibilities: The University of Louisiana at Lafayette invites nominations and applications for the position of Learning Resources and Transfer Specialist. Reporting to the Academic Success Center Director, the Specialist will:

- Assist in planning and implementing services and programs designed to foster student success, retention, and timely progression toward graduation through Supplemental Instruction and other tutoring initiatives;
- Communicate effectively with faculty and large groups of students about Supplemental Instruction and other tutorial programs, coordinating and overseeing the activities of student SI leaders, keeping SI and tutoring program records, and maintaining confidential student academic records;
- Supervise late-afternoon and evening live and online tutoring both at the Learning Center and at other on-campus locations twice a week;
- Work with Transfer Coordinator in recruiting undergraduate students planning to transfer to UL Lafayette by providing academic counseling and marketing activities.

Qualifications: A Master's Degree from a regionally accredited institution is required; A minimum of two years of higher education experience/supervising students is preferred; The ability to work as part of a mutually dependant and supportive team in the Academic Success Center on issues of student success; Additionally, the applicant must work cooperatively with other University faculty and administrative personnel. Good communication and organizational skills are essential, as are abilities to remain calm under pressure and adapt quickly to change; Proficiency in the usage of MS Windows operating system (Office Suite).

Administrative Unit: The Academic Success Center is a unit within Academic Affairs which assists new students in making a successful transition into UL Lafayette. It provides academic support services, academic and career counseling to all students, but particularly to students in their first two years of college. The Academic Success Center consists of a Director and five Academic Counselors, as well as three classified staff positions.

Salary: Dependent on qualifications and experience.

Starting Date: April 2012

Applications: Candidate review will begin immediately. Applicants should send a cover letter, résumé, and the names and contact information of three references to:

Ms. Bette Harris, Director
Academic Success Center
University of Louisiana at Lafayette
P. O. Box 41650
Lafayette, LA 70504

Application Deadline: March 7, 2012