

ACADEMIC SUPPORT UNIT COORDINATOR POSITION ANNOUNCEMENT

MINORITY STUDENT AFFAIRS-THE UNIVERSITY OF TENNESSEE



The Office of Minority Student Affairs is seeking applicants for the Academic Support Unit Coordinator position for 2009-2010. The Office serves as a link between the University and its minority student population and provides academic, educational, social and cultural enrichment programming designed to strengthen the academic performance and retention of students. Within the Office of Minority Student Affairs are the Academic Support Unit (ASU), special programs, cultural activities and student organizations. Programming includes mentoring for freshmen and upperclassmen, academic support, leadership opportunities, graduate networking, and workshops.

The position is open to any graduate and professional student currently enrolled in the University of Tennessee Graduate School. All candidates for the Academic Support Unit Coordinator position should possess:

- Good academic standing
- Excellent oral, interpersonal, group, and written communication skills
- Experience working with a diverse student population
- Knowledge of computers and various software programs
- Organizational skills that would allow for performance of several tasks and programming initiatives
- Awareness of successful academic and social support programs and activities
- Commitment to the educational and personal development of students

Major responsibilities include:

- Develop a marketing campaign to promote the Tutorial and Book Loan Programs
- Supervise student office assistants and tutors
- Coordinate the hiring and evaluation process for tutors
- Conduct tutor orientation and training sessions
- Organize the matching of tutees to tutors
- Assist the Associate Director with compiling bi-weekly tutor payroll
- Manage the application process, distribution and return of borrowed books
- Solicit, monitor and inventory book donations
- Assist the Associate Director in coordinating the book supply with campus departments and bookstores
- Conduct monthly assessment and reports on the Academic Support Unit
- Build and establish interpersonal rapport and relationships with diverse student populations
- Perform other duties as assigned

Salary: \$10.00/hour

Term: Twenty Hours per week; 12 Month Appointment at will

If you are interested in joining our team, send cover letter, resume and contact information for three professional references to: **Minority Student Affairs**, omsa@utk.edu. Initial review of applications will begin immediately and continue until the position is filled. Anticipated start date is November 2, 2009.

