



Director of Academic Support Services

About Erskine College

At the heart of Erskine College is its Christian identity. The mission of Erskine College is to glorify God as a Christian academic community where students integrate knowledge and faith, equipped to flourish as whole persons prepared for lives of service, leadership, and influence through the pursuit of undergraduate liberal arts, graduate, and seminary education.

Description

The Academic Support Services is a full-time, exempt position responsible for overseeing all aspects of Erskine College's undergraduate academic support services department. The services of this department include the Write-Here Center, math labs, supplemental instruction (SI), tutoring, test proctoring, advising provisional and academic probation students, maintaining academic progress reports, serving on the College's retention committee, advising pre-professional, accelerated graduate school, and external dual enrollment degree students, and managing the College's intern and externship relationships. This position is housed in the academic division and reports to the Dean of the School of Undergraduate Studies.

Responsibilities

- Manage the College's Write-Here Center dedicated to assisting students to improve their writing skills.
- Develop a corresponding Math-Labs Center to provide similar support as the Write-Here Center.
- Supervise and manage all supplemental instruction.
- Develop and manage additional tutoring services using student workers or community volunteers.
- Oversee the test proctoring room.
- Meet regularly with all provisional and academic probation students to ensure each has the necessary support to succeed at college.
- Maintain academic progress reports of students needing assistance.
- Serve on the College's retention committee.
- Provide contacts and graduate school advising for all pre-professional programs, students seeking graduate school, or those enrolled in accelerated graduate programs.
- Serve as an additional point of contact for students enrolled in external dual-enrolled degree programs.
- Manage the College's intern and externship relationships.
- Provide prayer and other ministerial support to students as needed.
- Additional duties as assigned.

Qualifications

- Bachelor's degree.
- Good written and verbal communication skills.
- Ability to prioritize and manage activities.
- Strong attention to detail.
- Strong organizational skills.
- Computer proficiency to include PC platforms and Microsoft Office.
- Ability to work independently and varying hours. Some evenings and weekends may be required.
- Strong analytical and report-writing skills.
- Student Centered.
- Personal relationship with Jesus Christ as well as a commitment to Erskine's Statement of Faith and biblical distinctives.
- Commitment to Erskine's Vision and Mission.
- Provide spiritual guidance, prayer, and support to students and staff.

Application Process

Application review will begin immediately, and applications will be accepted until the position is filled. The anticipated start date is July 1, 2023. To ensure full consideration, interested candidates should complete the online application, which can be found [here](#). In addition, please provide the following:

- Résumé
- Cover letter
- References (at least three)