



# CLARK ATLANTA UNIVERSITY

## Job Description

<b>Position Title:</b>	<b>Interdisciplinary Science and Technology Specialist</b>
<b>Department:</b>	<b>Center for Academic and Student Success (CASS)</b>
<b>Reports To:</b>	<b>Executive Director, CASS</b>

*The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.*

### **General Function (Description):**

Clark Atlanta University (CAU) is seeking an Interdisciplinary Science and Technology Specialist in the Center for Academic and Student Success. The Interdisciplinary Science and Technology Specialist creates programs, services and resources and offers tutoring and academic support to students enrolled in science and science-related programs and classes. General responsibilities are but not limited to: developing a comprehensive program that seeks to further the educational mission of CAU by; coordinating student support services in Biology, Chemistry, Computer Science, Engineering, Physics and Technology; holding individual and group science sessions; assessing these programs, services, and resources; providing instructional support and other Student Success sessions; maximizing campus opportunities to support students in science learning; encouraging all students to explore self-directed activities that provide opportunities for self-realization, personal growth, and academic success. Proven ability to assess programming and services; demonstrated ability to provide and coordinate science-based programs and services for students and assess those programs and services; knowledge of student development and higher educational policies and procedures. Provides a warm, student-empowering learning environment; using an encouraging, action-oriented approach to provide academic support for science and science-based courses. Helps students elevate their academic performance in order to successfully complete their studies.

### **Examples of Duties and Responsibilities:**

- Provides in person, synchronous and asynchronous individual and group tutoring and academic support services to students enrolled in undergraduate courses in Biology, Chemistry, Computer Science, Engineering, Physics and Technology.
- Updates, maintains and coordinates assessments and relevant assessment information for incoming students.
- Manages daily student inquiries to support academic success with an emphasis on responsiveness (responds to student inquiries within twenty-four hours).
- Assists with hiring and training peer tutors. Supports and manages science-based content peer tutors in developing study-buddy groups and other academic supports. Performs regular assessment of individual student and program outcomes, student satisfaction, academic performance and retention.
- Enters and monitors student appointment notes, monitors academic and retention alerts, updates CASS related content and push-notifications to students, creates a communication campaign calendar to connect students to program resources and campus supports.
- Maintains and ensures strict security for student educational records in accordance with the Family Educational Rights and Privacy Act (FERPA) requirements.
- Participates in required student success activities and initiatives, including strategic onboarding and professional development opportunities to ensure a common knowledge and understanding of student success goals, key performance indicators and outcomes, expectations, resources, accountability requirements, and quality assurance.
- Utilizes an advanced, developmental, problem solving approach rather than a prescriptive application when assisting students.

- Works in support of, and under the direction of the Executive Director of CASS in the design and implementation of strategic retention programs to facilitate degree progression and graduation and to develop interventions to promote student success; including the use of Academic Maps and the implementation of the Finish in 4 Initiative.
- Collaborates and coordinates major-based interactive workshops and seminars designed to support undergraduates.
- Works daily with colleagues and staff members to address the learning needs of students, helping them develop scientific skills of investigation, quantitative analysis, evidence-based reasoning, communication, and peer review as well as growth in scientific knowledge, creativity and reflective self-criticism.
- Studies and maintains knowledge of current research literature in science, mathematics, engineering and technology education and has specific knowledge in Biology, Chemistry, Computer Science, Engineering, Physics or educational technology.
- Conducts formative evaluation of student learning.
- Maintains student records, contribute to recommendations for individual students.
- Monitors student progress to target and implement meaningful interventions; maintain regular office hours and serve as a mentor to students and student assistants.
- Revises, creates and updates resource materials for science and science-related courses and enhance tutorials, reference materials and web spaces.
- Collaborates with the science and science-related areas to maintain expert knowledge on technology use in science courses including, but not limited to, Labster and ALEKS.
- Promotes services across the institution.
- Develops creative strategies to engage and promote science support and tutoring including but not limited to, connecting with students who have been flagged for increased support need.
- Collaborates as a team member on the delivery of New Student Orientation, student retention initiatives, Undergraduate Seminar and various academic success workshops and events which may require evening or weekend work.
- Supports students in pursuing their educational goals by providing factual data about degree requirements related to student aptitudes, interests, and abilities.
- Maintains a database of students supported, challenges experienced, and overall outcomes and presents periodic progress reports as requested to the support meetings in the Center for Academic and Student Success and the Associate Provost.
- Complies with Clark Atlanta University policies and procedures.
- Presents weekly progress report to the Executive Director of the Center for Academic and Student Success.

***Knowledge, Skills and Abilities:***

- Ability to establish and maintain cooperative working relationships with a variety of individuals.
- Ability to adapt to changing technical demands; to manage multiple email accounts and technology.
- Experience with data collection, maintenance, retrieval, and analysis.
- Experience with Microsoft Office suite including Word, Excel, PowerPoint, and Outlook. Canvas or other relevant Learning Management System (LMS) and Student Information System (SIS) such as Banner and Degree Works.
- Experience working with a diverse population of students, faculty and staff.
- Ability to plan, develop, coordinate, supervise, organize, and assess programs and activities.
- Ability to support students individually and in groups on complex student-related matters.
- Excellent verbal and written communication skills, as well as the ability to acquire knowledge of campus policies and procedures, activities, CASS, and of the overall organization.
- Ability to work independently with minimal supervision and perform in a fast-paced, deadline-oriented environment.
- Must possess discretion, sound judgment, initiative and solid organizational and decision-making skills.

- Ability to handle confidential information with discretion and in accordance with FERPA and HIPAA guidelines.
- Demonstrate a commitment to students by providing a positive student-centered atmosphere with patience and understanding.
- Ability to work a flexible schedule which may include working outside of 9 am – 5 pm hours, weekends and evenings.

***Minimum Hiring Standards:***

<b>Education</b>	Preferred Qualifications: Successful candidates will possess a minimum of a Master’s degree in Biology, Chemistry, Computer Science, Engineering, Physics or Technology or related field; Ph.D. preferred.
<b>Years of Experience</b>	Minimum of 3 years teaching or tutoring experience, preferably in a college or university setting. Ability to teach multiple subjects.
<b>Years of Management/Supervisor Experience</b>	Evidence of implementation of a solution-based approach to facilitate persistence, retention, graduation, and student academic success. A record of successfully advising, mentoring, supporting students with barriers to academic achievement.
<b>Requirements</b>	Application submitted to <a href="mailto:jobs@cau.edu">jobs@cau.edu</a> ; Cover letter and resume or curriculum vitae; Official Transcript to document advanced degree; State/National Certification/credentials (if applicable); Three recent letters of recommendations from past employers; and All offers of employment are contingent on satisfactory background checking.

*Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer*