

PASCO-HERNANDO STATE COLLEGE

JOB DESCRIPTION

JOB TITLE: Academic Support Specialist

REPORTS TO: Academic Success Center Coordinator

BASIC FUNCTION: Assist the ASC Coordinator in teaching and tutoring College Level and Developmental Education students and provides administrative support.

CLASSIFICATION: Managerial/Technical Personnel

PAY GROUP: I

DUTIES AND RESPONSIBILITIES:

1. Provides individual and small group tutoring for students.
2. Conducts workshops for all levels and categories of students within the educational framework of the campus location.
3. Assists the ASC Coordinator in marketing the services offered by the ASC and building collaborative relationships with campus faculty and staff.
4. Assists with the training and supervision of the Peer Tutors and Student Workers.
5. Establishes contact with referred students (who received a Faculty Alert for "Needs Tutorial Services") and arranges regularly scheduled tutoring sessions.
6. Assists students in developing study skills and appropriate study habits for college-level coursework (to include such topics as time management, test-taking strategies, test anxiety, Learning Styles, etc.).
7. Maintains accurate records of tutoring and workshop activities.
8. Maintains confidential and sensitive information.
9. Visits and collaborates with instructors and classes to inform them of available tutoring assistance and services.
10. Consults with ASC Coordinator and/or faculty concerning students' lack of progress and, when appropriate, makes suggestions of methods to provide assistance for students.
11. Evaluates and recommends tutoring material.
12. Collaborates with the Office of Accessibility Services to ensure accommodations are sufficient for students with disabilities.
13. Assists the Office of Accessibility Services as a reader for test taking students.

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Academic Support Specialist

14. Administers required tests and verifies that students have been tested using the correct instrument and have followed the appropriate testing procedures and protocols.
15. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in English, Reading, Math, Education, or related field from a regionally accredited institution required.
- Classroom teaching, one-to-one tutoring and computer experience preferred
- Satisfactory criminal history background check

File: Academic Support Specialist (previously Developmental Education Teaching Assistant, formally Adult Education/Teaching Assistant - Half-time; previously Adult Education & ESOL Tutor (Half-time)
New: 7/14/08; revised & title changed 11/29/10; revised/title changed & status changed to FT 6/30/14; revised 9/28/15; 2/8/17; revised/title changed: 6/17/19