

SIMPSON COLLEGE

POSITION DESCRIPTION

Executive Director of the Center for Academic Resources

Date of Opening: December 2020

Function of the Position:

Simpson College is accepting applications for the Executive Director of the Center for Academic Resources (CARs). We are especially interested in candidates who will contribute to a campus climate that supports equity and diversity. The Executive Director reports to the Associate Academic Dean and works on behalf of Simpson College students, staff, and faculty by providing support for teaching and learning at all levels across the curriculum and retention efforts.

Principal Duties

Duties for CARs:

- Develop Center for Academic Resources that includes a Writing Center, Tutoring Center, and the Office of Accessibility
- Supervise the Center for Academic Resources team, which includes writing, tutoring, academic coaching, and accessibility services
- Select, train, and supervise peer academic consultants for writing, quantitative skills, and subject areas across campus
- Provide Academic Coaching/General Academic Advising sessions for students
- Monitor the budget for the Center for Academic Resources
- Advise the Academic Dean on matters of the Center for Academic Resources
- Represent the Center for Academic Resources for Students of Concern and Academic Actions committee meetings
- Collaborate with the Associate Dean(s) for Academic Affairs
- Collaborate with Student Support Services, Director of First Year programming, Financial Assistance, Admissions, Athletics, and the Office of the Registrar
- Identify academic support needs and provide services to address those needs and attract a range of students

Duties for Retention:

- Report creation, including compiling reports and providing student success data for institutional needs, development of programs, and grant applications.
- Committee Work with Students of Concern and Faculty Development
- Supervise the implementation of Retention Projects including, Student Athlete Retention, Gear-up Iowa Retention, Increasing Retention Communication, Development of Second-year Retention
- Grow the Retention Program through Collaborative Initiatives

Qualifications

- Masters degree required. Doctorate preferred in a field appropriate to the position.
- Experience supervising full-time staff and student employees
- Ability to manage the day-to-day operation of a learning center (such as a Tutoring Center and/or a Writing Center),
- Experience in developing academic success and academic recovery plans with college students, and the ability and skills necessary for collaboration with new and continuing students and their family or guests, staff, and faculty.
- Must exhibit an appreciation of, a sensitivity to, and respect for a diverse environment, inclusive of students, faculty, and staff of many social, economic, cultural, ideological, racial, and ethnic backgrounds.

Simpson's main campus is in Indianola, Iowa, a part of the Des Moines metropolitan area. The Des Moines area has a population of over 600,000 and economic growth has outpaced the U.S. as a whole. In addition, the cost of living is well below the national average. To learn more about Simpson College, please visit: www.simpson.edu.

To Apply

Please submit your resume, cover letter, and three professional references to Simpson's Human Resources department: employment@simpson.edu. Review of applications will begin immediately and will continue until the position is filled. It is the policy and practice of Simpson College to provide equal educational and employment opportunities for all. We specifically encourage applications from women, minorities, veterans, persons with disabilities and individuals who are bilingual (Spanish) to apply. [The entire Notice of Non-Discrimination can be found here](#). Employment will require a criminal background check, which may include, but is not limited to, criminal history, national sex offender search, and motor vehicle history