



# JOIN OUR TEAM

**Assistant Director Position Guide**  
**Academic Success Center | Purdue University**



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# **ASSISTANT DIRECTOR OF ACADEMIC SUCCESS**

**REQUISTION ID 9434**

## **OVERVIEW OF THE POSITION**

Purdue University is seeking an enthusiastic student affairs and learning professional to join the Academic Success Center team in supporting students and their academic goals. The specific assistant director opening is charged with organizing and developing the ASC's various outreach services (develop and facilitate workshops using current learning science theory and research; supervise and mentor front desk student assistants; manage the academic consultation process; provide outreach to students and campus partners; and engage with students in 1-on-1 and group settings). Additionally, this position will work with the team to assist in general responsibilities of the ASC, which may include teaching a 1-credit study skills course, supporting the efforts of the Supplemental Instruction and Peer Success Coaching programs, and directing collateral projects for ASC graduate assistants (GA).

## **DUTIES AND RESPONSIBILITIES**

- Develop assigned programmatic area (outreach coordination) to provide students with a variety of opportunities to enhance their academic success strategies and skills. Including, but not limited to:
  - o develop and facilitate workshops using current learning science theory and research
  - o supervise and mentor front desk student assistants
  - o manage the academic consultation process
  - o provide outreach to students and campus partners
  - o engage with students in 1-on-1 and group settings
- Contribute to ASC general responsibilities including: teaching a 1 credit study skills course; providing academic consultations for students; directing collateral projects for ASC GAs



- Assist ASC leadership in planning and tasks including: provide targeted academic support to identified populations; promote academic success through strategic use of resources; participate in assessment and student data-driven decision making; and contribute to GA training
- Perform other duties as assigned

## **QUALIFICATIONS**

### **Education**

- Required: Bachelor's Degree
- Preferred: Master's Degree in higher education administration, college student affairs, counseling, education or other relevant discipline

### **Experience**

- Required: 2 years of experience in areas of advising, teaching, academic coaching, and/or other forms of academic assistance, student support, and program development (*consideration will be given to two years of undergraduate or graduate work in these same areas*)
- Preferred: Experience in higher education
- Preferred: Prior training/certification in Supplemental Instruction, academic coaching, or tutoring
- Preferred: Experience leading and completing projects; creating videos and/or experience with video editing software

### **Required Knowledge, Skills, and Abilities**

- Strong verbal, written, and interpersonal communication skills
- Ability to present to both large and small groups in engaging ways
- Strong interpersonal skills with the ability to facilitate student learning in individual, small group, and classroom settings
- Ability to work independently and as part of a team
- Ability to think quickly and creatively in problem-solving and planning
- Understanding of and appreciation for inclusion, including ability to work with students, faculty, and staff from diverse backgrounds and identities
- Ability to work some nights and weekends that are occasionally required

## **APPLICATION PROCEDURES AND INFORMATION**

All applicants must apply online.

### **External Applicants:**

Click here to Apply  
or visit [careers.purdue.edu](https://careers.purdue.edu)

### **Internal Applicants:**

Click here to Apply  
or visit SuccessFactors

To be considered, submit a cover letter addressing your interest in and fit for the position within the Academic Success Center team along with your resume.

### **Timeline**

After initial review, the search committee will select and invite candidates for first round interviews conducted through web video conferencing. Second round interviews will be conducted for selected candidates (as needed). Finalists will be invited to a day-long on-campus interview to meet with the ASC team, department partners, students, and student leaders. The search committee aims to have the hiring process complete by the end of the Spring semester (early May).

Questions regarding the position or process can be directed to Katie Dufault at [kdufault@purdue.edu](mailto:kdufault@purdue.edu). Purdue University is an equal access / equal opportunity / affirmative action employer fully committed to achieving a diverse workforce.

## **COMPENSATION AND BENEFITS**

- Salary: \$40,000
- Comprehensive Benefits package - [click here to learn more](#)
- Professional Development opportunities, support, and funding at the local, regional, and national level

# EXPLORE

## the Greater Lafayette Community

We asked our department colleagues,  
**"What do you enjoy about the Greater Lafayette community?"**

*"The three different Farmer's Markets make it easy to gather fresh produce, plants, or enjoy a yummy lunch"*

*"Getting outside and all of the parks - Happy Hollow Park, Prophetstown State Park, Celery Bog, Columbian Park, and the Dog Park!"*

**"PURDUE CONVOCATIONS PERFORMANCES.  
THEY BRING IN SO MANY GREAT SHOWS"**

*"Star City Coffee is my weekend happy place"*

*"There are so many festivals and events here in town. I like the Starry Night Music & Arts Festival and the Taste of Tippecanoe the best!"*

*"Purdue Athletic events, especially again Big10 rivals! **BOILER UP!**  
And the Grand Prix with the student-built karts held in April."*



Photo: James Chapman, 2017



Photo: HomeofPurdue.com, 2016



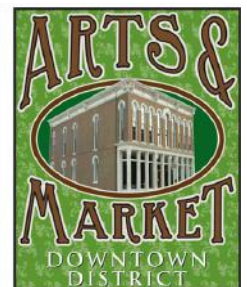
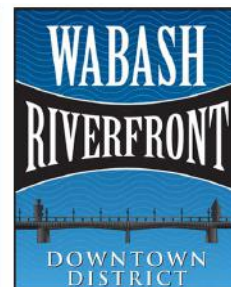
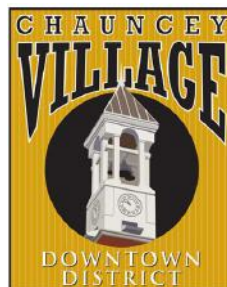
Photo: Purdue University, 2016



Photo: Purdue University/Alex Kumar, 2018



**Click here to find out more  
about our community!**



# ABOUT US



## ASC MISSION

Through partnership with the Purdue community, the Academic Success Center (ASC) provides undergraduate students with both credit and noncredit opportunities to develop students' transferable academic skills, enhance learning, increase retention, and improve overall student success at multiple stages of their academic journey.

## ASC VISION

The ASC aspires to provide all undergraduate students with services and opportunities to define and develop strategies to reach their full potential. Driven by a focus on students, the ASC partners with the campus community to facilitate a culture of academic confidence, tenacity, and, ultimately, success.

## ASC PROGRAMS AND SERVICES

The Academic Success Center provides free services that support students' learning with a focus on the process strategies and skills that support the content expertise provided in the classroom.

- **Academic Consultations** are individual meetings that provide students with tailored support on study strategies, time management, test-taking strategies, and other academic success topics. These 1-on-1 meetings are with a staff member and require an appointment. Participating students may voluntarily seek support or may be required by an academic program or campus office to meet with an academic consultant.
- **Peer Success Coaching program (PSC)** offers students additional support, campus resources and connections, and accountability as they work toward academic, social, and/or personal goals. Trained peer leaders work 1-on-1 with students to develop strategies, skills, and solutions as they aim for their definition of success.
- **Supplemental Instruction program (SI)** provides students with interactive, peer-led study sessions for traditionally challenging courses. The trained SI leader facilitates group activities that engage students in critically thinking about the course material, applying the concepts, and learning transferable study skills. For Spring 2020, SI is linked with 30 courses and has more than 45 leaders hosting a total of 90+ sessions each week.



- **Study Skills Course- GS 29001** is a one-credit hour, first 8 weeks course that focuses on discussing and applying effective academic strategies including goal setting, time management, and study skills.
- **Workshops** provide an interactive environment for small to large groups of students to identify and practice strategies for effective studying and learning, including time management, overcoming procrastination, and effective studying. In addition to our open series of workshops, student organizations or instructors can request a workshop for their group.
- **Test Drive** is a large-scale workshop that offers students in select high-enrollment, first-year chemistry, math, and biology courses the opportunity to take a mock exam in the Elliott Hall of Music environment. The program was started in 2017 to help address a common concern brought up by first-year students – they felt unprepared for their first round of exams due to how intimidating Elliott Hall of Music is as an exam setting.
- **Online Resources** are available for students and the campus community through the ASC website, and include success strategy handouts, a GPA calculator, and a searchable database of course-specific help rooms and tutoring programs offered across campus.

## ABOUT STUDENT SUCCESS PROGRAMS

A unit of the Office of the Provost, Student Success Programs empowers students to embrace a sense of lifelong learning by providing nationally-recognized, student-centered, college success initiatives, services and resources. The department's various interconnected units assist students in progressive stages of development; and have as their ultimate goal an increased rate of student degree completion, future employment or study, dedicated citizenship, and responsible leadership in the state, nation, and world.

## ABOUT PURDUE UNIVERSITY

Purdue University is a public, land-grant and research university with an enrollment of over 40,000 students. It is situated in beautiful West Lafayette, Indiana, conveniently located 1 hour north of Indianapolis and 2 hours south of Chicago. This vibrant college town offers Purdue employees lots of great restaurants, outdoor opportunities, major college athletics, a lively arts and cultural scene, and low cost of living.

# WHO WE ARE



## ASC VALUES

Collaboration + Interdependence  
Innovation | Reflection | Growth  
Fun  
Intentionality + Purpose  
Empowering Students

## PROFESSIONAL STAFF CORE COMPETENCIES

Problem-Solving  
Self-Awareness + Development  
Productive Relationships  
Inclusion  
Effective Communication

## STUDENT LEADER CORE COMPETENCIES

Reflective Problem-Solving  
Professionalism  
Initiative  
Inclusion  
Effective Communication

# Our Team



**Katie Dufault**

*she/her/hers*

Director



**Karen Jacobsen**

*she/her/hers*

Senior Assistant Director



**Natalie Marr**

*she/her/hers*

Assistant Director (SI)



**Shannon Stanley**

*she/her/hers*

Assistant Director (SI)



**Shruti Nelson**

*she/her/hers*

Assistant Director (PSC)



**Jannuel Cabrera**

*he/him/his*

Graduate Assistant



**Maggie Busse**

*she/her/hers*

Graduate Assistant



**Marquetta Strait**

*she/her/hers*

Graduate Assistant



**Megan Townsend**

*she/her/hers*

Graduate Assistant



**Priyanka Raju**

*she/her/hers*

Graduate Assistant



**HAVE ANY QUESTIONS?**

[purdue.edu/asc](https://purdue.edu/asc)

[academicsuccess@purdue.edu](mailto:academicsuccess@purdue.edu)

