Academic Coordinator II
Description: The Office of Undergraduate Education invites applications for a Supplemental Instruction Coordinator in the Tutoring and Academic Support unit at the Georgia Tech-Atlanta campus. Under the supervision of the Assistant Director of Peer Learning Programs, this position will manage the day-to-day operations for supplemental instruction (known at Georgia Tech as PLUS, Peer-Led Undergraduate Study) program.

Specific job responsibilities include:
- Maintain the operation of our SI program, including faculty relations, room scheduling, attendance tracking, and website management. Develop, maintain, and update policies and procedures of the SI program.
- Meet regularly with SI mentors, coordinate on-site observations and contribute to supervision and development of SI leaders.
- Promote innovation in SI methods, training in inclusive practices, and stay up-to-date on best practices in supplemental instruction.
- Collaborate with Assistant Director in the recruitment, interview, and evaluation of SI leaders.
- Create and prioritize opportunities for students from diverse backgrounds to serve as peer leaders, championing an inclusive learning environment for all students.
- Contribute to design and implementation of marketing and assessment of the SI program.
- Contribute to events, workshops, marketing, and other tasks as needed by the Director.

Required qualifications:
- Bachelor's Degree or equivalent combination of education and experience.
- Three to five years of job-related experience
- Proficiency with Microsoft Suite applications

Desired skills and qualifications:
- Master’s Degree in Physics, Mathematics, Chemistry, Biology, Economics, Engineering, or similar quantitative fields.
- Experience working in Supplemental Instruction or tutoring programs.
- Experience and knowledge of academic success programs, student information systems, and university procedures.
- Ability to use independent judgement in complex situations.
- Excellent customer service with strong attention to detail and organization.
- Ability to create presentations and train others via presentations.
- Familiarity with social media and willingness to contribute to marketing efforts via social media.

Application Review will begin April 25, 2022. Apply at GT Careers position 241556 (https://hr.gatech.edu/careers).
About Us

The Office of Undergraduate Education (OUE) challenges students to become accomplished learners who are able to make meaningful connections among work, study, and community. We connect curricular and co-curricular offerings to assist students in developing a strong foundation for success, during college and after. We do this through the efforts of our professional staff and student assistants.

Georgia Tech offers our faculty and staff a community that values diversity, education, training, and personal development. Being part of an environment that thrives on innovation and excellence is exciting for all who set foot on campus. Tech’s legendary history and extraordinary foresight make it a place where tradition combines with cutting-edge research and practices. This makes Georgia Tech a unique and opportune place to start or propel your career. The Office of Undergraduate Education (OUE) is a diverse community of faculty, students, and staff who promote equity, diversity, and inclusion on our campus. We believe that the diversity and contributions of all of our community members are essential and make us who we are. We strive to create and maintain a welcoming and inclusive educational and work environment that values and respects our individual and communal differences.

Tutoring & Academic Support, a unit of the Office of Undergraduate Education, is where students take academic achievement to the next level. TAS services support undergraduate students in achieving their academic goals through a range of both personalized and campus-wide initiatives that foster self-regulated learning, enhance academic skills, and create opportunities for leadership and continued development within and beyond Georgia Tech's rigorous environment. To learn more, visit www.tutoring.gatech.edu.

This position is based in standard GT business hours M-F, 8-5pm but will frequently include evening and occasional weekend hours. Some telecommuting will be available in accordance with OUE’s guidelines. We are looking for hardworking professionals who value diversity and inclusion, are dedicated to undergraduate education; and make students the top priority. Apply today and join our organization of talented, energetic, and creative team members!

Equal Employment Opportunity

Georgia Tech provides equal opportunity to all faculty, staff, students, and all other members of the Georgia Tech community, including applicants for admission and/or employment, contractors, volunteers, and participants in institutional programs, activities, or services. Georgia Tech complies with all applicable laws and regulations governing equal opportunity in the workplace and in educational activities. Georgia Tech prohibits discrimination, including discriminatory harassment, on the basis of race, ethnicity, ancestry, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, age, disability, genetics, or veteran status in its programs, activities, employment, and admissions. This prohibition applies to faculty, staff, students, and all other members of the Georgia Tech community, including affiliates, invitees, and guests.